

# **Administrative Assistant**

## **Galeton Borough Police Department - Galeton, Pennsylvania**

*The Galeton Borough Police Department is seeking a reliable and detail-oriented Administrative Assistant to provide clerical and administrative support for the department. This position is an excellent opportunity for an organized and motivated individual who is interested in supporting law enforcement operations in a professional office setting.*

### **Key Responsibilities**

- Process and file police reports, correspondence, and official records.
- Maintain organized filing systems and department databases.
- Assist with scheduling, communication, and responding to public information requests.
- Draft and prepare official letters, forms, and notices as directed by the Chief of Police.
- Handle confidential and sensitive information with the highest level of discretion.
- Provide general office support to ensure smooth operations.

### **Minimum Qualifications**

- High school diploma or GED required; additional education or training in office administration preferred.
- Prior or current MPOETC certification
- Proficiency with MPOETC computer systems including TACS, TRACS, and UCR PA
- Previous experience in a law enforcement, municipal government, or public service setting.
- Strong organizational, communication, and customer service abilities.
- Ability to prioritize tasks, work independently, and meet deadlines.
- Must pass a background check.

### **Preferred Qualifications**

- Familiarity with records management and public records procedures.

### **Compensation & Benefits**

- \$15–\$20 per hour based on experience.
- Part-time position with flexible hours.
- No additional benefits offered.

### **How to Apply**

Applicants must submit a resume and cover letter by **October 3, 2025**.

Applications must be physically dropped off at:

**Galeton Borough Police Department  
24 West Main Street  
Galeton, PA 16922**

**E.O.E**