



## **POLICE ADMINISTRATIVE CLERK** **Permanent Part-Time (30 Hrs/week)**

The Village of Wrightstown is a picturesque community located on the Fox River halfway between Green Bay and Appleton. Wrightstown is a growing and prosperous community (population 3,308) in Brown and Outagamie Counties that has the combination of small town appeal, thriving community and a safe and friendly environment to call home and work. The Village of Wrightstown Police Department is seeking a strong team member who is excited to invest in our community and partner with a knowledgeable, compassionate, experienced and fun team.

### **Job Summary:**

This position is responsible for all administrative, clerical, and financial functions of the Police Department. The position performs works of considerable responsibility, diversity, and confidentiality in the daily operations of the Police Department. Work involves a wide variety of clerical functions pertaining to the Records Division of the Police Department requiring the application of discretion, initiative, and independent judgment. Position is responsible for supporting the actions of planning, scheduling, and coordinating all police activities and duties. Position acts as the Administrative Clerk to the Chief of Police.

### **Essential Functions/Qualifications (Include but not limited to):**

- US Citizen; Minimum age—21; Valid Wisconsin Drivers License
- High School Diploma
- No Felony Convictions
- Minimum of 2 years experience preferred, working in a clerical position specializing in general office practices such as typing, filing, accounting, bookkeeping, etc.
- Knowledge in Payroll, Accounts Payable, and other financial responsibilities preferred
- Strong computer skills and understanding of Microsoft Office and the ability to learn police related and financial software
- Ability to work accurately under pressure, stressful situations, and meet deadlines
- Ability to handle confidential information
- Ability to complete correspondence and department reports with neatness and accuracy.
- Considerable ability to communicate well, both orally and in writing
- For more detailed list of responsibilities, please visit:

[www.wrightstown.us/police-job-opportunities](http://www.wrightstown.us/police-job-opportunities)

### **Benefits:**

Starting Wage ranging from \$20.89 - \$23.51 depending on qualifications. Wisconsin Retirement Fund, Sick Leave, 6 Paid Holidays, Personal Days, Vacation.

## **PROCESS WILL REMAIN OPEN UNTIL FILLED**

**(First review of applicants will be August 10, 2022)**

Please submit a cover letter, resume, application and release of information form to:  
Wrightstown Police Department, Attn: Chief Greg Deike, 352 High Street,  
Wrightstown, WI 54180 OR by email to: [gdeike@wrightstown.us](mailto:gdeike@wrightstown.us)

\*\*Application and Release forms can be picked up in person or at:

[www.wrightstown.us/police-job-opportunities](http://www.wrightstown.us/police-job-opportunities)

