



JOB OPENING

JOB TITLE:	Secretary
POSTING DATE:	July 1, 2024
CLOSING DATE:	Open Until Filled
DEPARTMENT/DIVISION:	Police / Administration
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m. (Overtime as needed)
PAY RATE:	\$45,834 - \$52,457
PREVIOUS WORK EXPERIENCE:	Two years as a secretary or equivalent.
EDUCATION:	High School Diploma or equivalent.
SPECIAL SKILLS & TRAINING:	Proficient in Microsoft Office applications. Knowledge of EDEN for time cards preferred. Capable of handling multiple priorities and tasks. Able to maintain confidentiality of sensitive public safety information. Excellent communication skills for contact with the public.
BASIC RESPONSIBILITIES:	Performs a variety of secretarial/administrative duties in the Administrative Bureau. Maintains employee leave balances (sick, vacation, personal, compensatory, etc.) for the entire department. Operation of copy equipment, telephone, filing, ordering supplies and assisting citizenry. Responsible for preparing various paperwork for hiring process. Assists with special assignments and other duties as required.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.