

Are you looking for a meaningful job that allows you to give back to the community? Have you ever wondered whether a career in public safety is the right choice for you? As a Department Assistant with the Sudbury Police Department, you will have a unique opportunity to support the community and public safety departments, while getting a behind the scenes look at how public safety operates.

In this role, you will manage the Police Department front desk, assisting the public by providing them the services of the public safety agencies within the Town of Sudbury. Job duties are performed in an office environment within the Police Department and are primarily clerical in nature. Duties do not include responding to emergencies within the town, or answering the Emergency 911 system, but candidates should be prepared to assist in notifying police officers and firefighters about an emergency and provide instruction on the who, what, where and when.

Job responsibilities include assisting in maintaining department records, files, and databases, handling incoming and outgoing communications within the department, supporting department staff with day-to-day tasks as needed, conducting research and compiling data for reports or presentations and assisting in organizing department events or activities.

Typical qualifications for this position include a High school diploma or equivalent and two years' experience in clerical or general office work, but any equivalent combination of education and experience will be considered. Candidates must be able to communicate effectively (verbally and in writing) and respond with tact and courtesy when dealing with the public. Ability to utilize a variety of technology including but not limited to computers, telephones, video monitors, fire monitoring devices, and two-way radios is required. Candidates must also have schedule flexibility in order to cover a variety of shifts.

Preferred qualifications include a certificate or relevant coursework in a Criminal Justice, First Aid and/or CPR certification, familiarity with report writing and documentation and/or understanding of criminal investigation procedures.

The full salary range for this position is \$25.14 to \$33.06/hour. Starting salary is based on qualifications. The Town currently utilizes a predetermined step system for annual pay increases. Sudbury also offers excellent benefits, including health, dental, life and disability insurance, flexible spending accounts, a pension and optional retirement savings accounts.

This position offers a dynamic work environment where you can utilize your skills and grow professionally. For candidates interested in a career as a police officer or firefighter, it may be the perfect opportunity to test yourself and gain the experience necessary for this career. If you are a motivated individual with a passion for supporting public safety, we encourage you to apply.

To apply, email your resume and cover letter to jobs@sudbury.ma.us. This position is open until filled. Contact Human Resources with questions: hr@sudbury.ma.us or 978-639-3348.

The Town of Sudbury is an Affirmative Action/Equal Opportunity Employer and considers applicants for all positions without discrimination the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, ancestry, marital status, veteran status, or any other legally protected status.