

CITY OF CHADRON
POLICE SECRETARY POSITION AVAILABLE

The City of Chadron is looking for a motivated and inspired individual who is looking to make a difference, while working as part of a team, in the position of full-time Police Secretary. This person must be able to perform specialized and complex secretarial work for the department and reports directly to the police chief. The position will have substantial contact with the public, other city departments, private and public officials. The successful candidate must be able to multi-task with accurate typing and computer skills. Position involves substantial public contact. Salary is competitive with excellent benefit package. Comprehensive background check and pre-employment drug test is required. Applications may be obtained at City Hall, 234 Main Street, Chadron, NE 69337 or online @ www.chadron-nebraska.com. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER