The Sheldon Police Department is looking for a dedicated individual to fulfill the role of Part-Time Administrative Assistant. This position will report to the Chief of Police. Sheldon PD is looking for someone who follows up and meets commitments, takes ownership for work, clearly and effectively expresses ideas and thoughts, builds positive internal and external relationships, independently acts to resolve problems and provide solutions, understands and supports safety standards, encourages and facilitates cooperation, pride and trust among the team. This position is generally expected to work day-time hours, up to 29 hours a week. IPERS benefits and a great work environment. Pay will be up to $20 an hour, subject to council approval. Sheldon is an EOE. First review of applications is August 4th and the position is open until filled. Applications can be picked up the City Office, along with a full job description. A cover letter, resume and at least three professional references are recommended to be submitted with the application.

*Posted July 21, 2023*

A close-up of a computer and a cup of coffee

Description automatically generated