

The City of Wayland is currently seeking someone to fill the position of Police Department Secretary/General Clerical employee for the Police Department and City Administrative Offices.

We are seeking a self-motivated, detail oriented, well organized applicant for this position. Qualified applicants will have strong customer service skills and the ability to multi-task with frequent interruptions. Applicants must also possess a high level of integrity and the ability to maintain confidentiality due to the various types of information handled in the position. Some receptionist and/administrative assistance experience preferred.

Starting wage is \$14.50+ per hour for 30+ hours per week. Position also includes a generous benefits package including health insurance, MERS retirement, paid vacation, paid sick leave, and 12 holidays per year.

Please see full job advertisement including minimum qualifications on the City of Wayland Website: www.cityofwayland.org Applications are available for print on the website, or for pick up at Wayland City Hall, 103 S. Main Street in Wayland.

Applications must be received by the City Manager in person, by mail, or e-mail at jeggleston@cityofwayland.org by Monday November 19th, 2018 at 5:00 P.M.