

POLICE ADMINISTRATIVE ASSISTANT

Applications are being accepted for the position of Police Administrative Assistant for the Northern Berks Police Department. Please send resumes to the Northern Berks Police Department, 37 Ontelaunee Drive, Reading, PA 19605. All resumes must be received by 3 p.m. on Monday, May 10, 2021.

Applicants must be 18 years of age or older, must be detail orientated and possess excellent communication skills and be able to perform office duties. Minimum requirements: high school Diploma or GED, five years of responsible clerical experience, be able to pass a background check that allows access to confidential material, ability to be bonded for up to one million dollars, ability to operate personal computer, fax machine, copier and knowledge of modern office procedures and practices.

The Northern Berks Regional Police Commission is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, marital status, sexual orientation, race, color, creed, national origin, political affiliation religion or disability.

Please advertise on May 2 and May 5, 2021