



The City of Paris is currently accepting applications for the position of Office Admin Specialist I – Police Reception. Please submit application from www.paris.ky.gov to The City of Paris 525 High Street Paris, KY 40361

JOB SUMMARY

Under general administrative direction, performs receptionist work during and occasionally after normal administrative office hours for the Paris Police Department; performs a variety of assigned administrative duties as deemed necessary by the immediate supervisor and/or Police Chief. Will perform some data entry work and assist with agency projects and the public.

Key Requirements

Associates degree in public administration, office management, or a related field, or the equivalent combination of education and experience to perform the duties of the position.

Working knowledge of general office practices and procedures.

Demonstrating analytical and technical computer skills using government systems, and proficiency in the use of a personal computer and related software packages, including specific knowledge of Excel, and Word.

Strong oral / written communication skills.

Ability to meet deadlines, prioritize work, and be flexible in work assignments, maintain confidentiality.

Lifting up to 25

Minimum age 18 and GED or High School diploma required.

Application accepted through November 3, 2021

THE CITY OF PARIS IS AN EQUAL OPPORTUNITY EMPLOYER.