

The City of Princeton is accepting applications for an Administrative Assistant to the Police Chief. All applicants must be a U.S. Citizen and 21 years of age, high school diploma or equivalent. Must have a valid Texas Motor Vehicle Operator's License with acceptable driving record, (TCLEOSE Basic Certification preferred). Qualified applicants must submit to a drug test, a psychological evaluation, clear criminal background and be in good physical condition. All qualified candidates must be of good moral character and able to communicate with the public. The responsibilities for this position include performing administrative duties and office related tasks, including, but not limited to the management of police records, grants, personnel files, training, and purchasing. Computer skills and knowledge, including word processing and spreadsheet programs will be expected in this general office position. Must have the ability to multitask and work calmly and effectively in stressful situations. **Deadline for accepting applications is February 19, 2010, 5:00 p.m.** Salary \$31,200.00 yearly, The City of Princeton is an EOE. Application is required. Applications are available at Princeton City Hall, 306 Main Street, Princeton, Texas or call (972) 736-2416 or fax resume & application to (972) 734-2548.