



Plainfield Police Department

“Honorable Service”

Chief of Police, Michael G. Surprenant

210 Norwich Rd. Plainfield, CT 06374

(860)564-0804 fax (860)564-0808

www.plainfieldctpolice.com

Administrative Office Assistant

The Plainfield Police Department is seeking a part-time Administrative Office Assistant to the Chief of Police and Captain. This position is responsible for completing bi-weekly payroll, outside billing, processing invoices, tracking personnel time, assisting with FOIA and records requests, and other confidential duties as assigned or needed.

Starting pay is \$18.00 per hour and approximately 25 hours per week, normally Monday through Friday. Hours are flexible at the discretion of the Chief of Police.

Applications must be picked up at the Plainfield Police Department and returned with a cover letter/resume no later than November 4, 2018.