

Forsyth Township Police Dept – Administrative Assistant

The Forsyth Township Police Dept is currently seeking qualified applicants for the position of Administrative Assistant.

QUALIFICATIONS:

A complete list of requirements and job description can be found on our website.

Education: Associates degree in criminal justice, office administration, data processing or related area preferred.

Experience: Four years advanced secretarial experience, preferably in a law enforcement agency.

Applications can be picked up at the Township Office Monday through Friday 7:30-4:00 or downloaded from www.forsyhtwpmi.org, employment tab. Mail resume, cover letter, and application to Forsyth Township, PO Box 1360, Gwinn, MI 49841. Applications must be received in the Township Office no later than 4 p.m. on Tuesday February 28, 2017. Forsyth Township is an Equal Opportunity Employer and Provider.