



Title: Secretary/Receptionist

Duties: Provide receptionist/clerical assistance, as a civilian employee working in the Town's police department. Receives and records public requests for all services and relays information to supervisors, emergency call centers and others as appropriate.

Work Schedule: Monday - Friday, full-time, 8-hour shift, non-exempt position

Requirements:

- Must have the ability to work with sensitive information and maintain the utmost confidentiality.
- Must possess a high level of integrity.
- Must be able to function in a para-military organization.
- Must have the ability to effectively communicate with citizens reporting crimes, or who request police services, or make inquiries.
- Must possess excellent interpersonal skills.
- Must be able to successfully complete a thorough background investigation.
- Must be able to obtain clearance for State and Federal criminal justice systems.

Education and/or Experience:

- High School diploma or general education degree; and at least one year of related experience and/or training; or equivalent combination of education and experience.

Position Description: For a complete list of job requirements, duties, responsibilities, competencies, etc. please review the position description on the Town's website.

Application Process: Application and job description is available at Town Hall, 19 W Green St. Middletown, DE and online at <https://www.middletown.delaware.gov/jobs>, **Application deadline 3pm on 11/01/24.** Drop off application in person, mail, or email to HR@middletown.delaware.gov

The Mayor and Council of Middletown

The Town of Middletown is an Equal Opportunity Employer dedicated to maintaining a qualified, competent workforce and providing excellent service to its citizens.