

 City of Monticello

# WE ARE HIRING



JOIN OUR PROFESSIONAL TEAM

## Open Position:

- Full-Time Receptionist
- Must Be 18 years of age
- Able to work second Shift
- Basic Office and Computer Skills
- Equal Opportunity Employer

**PICK UP APPLICATION**

229 North Main St  
574-583-2256

*BENEFIT PACKAGE*

*PAID VACATION AND SICK DAYS*

*PERF RETIREMENT PLAN*

*MEDICAL - DENTAL - VISION*

*INSURANCE*

### **Full-time Police Receptionist**

**The City of Monticello, Indiana is seeking a dedicated and professional individual to join the Monticello Police Department as a full-time receptionist. This role is pivotal in providing administrative support and ensuring smooth operations within the department.**

Position: Police Receptionist

Salary: Competitive wage

Comprehensive Benefit package

Hours: 3:00 pm - 11:00 pm (may vary)

#### Responsibilities:

1. Greet and assist visitors to the police station.
2. Handle incoming calls and direct them to appropriate department.
3. Manage and process administrative paperwork and documentation.
4. Provide information and support to the public in a courteous and efficient manner.
5. Maintain a secure and orderly work area.
6. Other duties as assigned

#### Qualifications:

1. Must be at least 18 years of age.
2. High school diploma or equivalent; additional clerical or administrative training is a plus.
3. Excellent verbal and written communication skills.
4. Ability to handle sensitive and confidential information with discretion.
5. Proficiency in basic computer applications and office equipment.

Applications and resumes must be submitted no later than 3:00 pm on September 9, 2024, to:

Monticello Police Department

ATTN: Receptionist Position

229 N Main St

Monticello, Indiana 47960

or

Emailed to [jwhite@monticelloin.gov](mailto:jwhite@monticelloin.gov)

**The City of Monticello, Indiana prohibits discrimination and/or the exclusion of individuals from its municipal facilities, programs, activities and services based on the individual person's race, color, national origin, sex, age, disability, low-income status, sexual orientation or limited English proficiency. The **City of Monticello, Indiana** affirms its commitment to providing meaningful opportunities and access to municipal facilities, programs, activities and services in an effort to comply with all laws including: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended.**