



Parma Police Department

City of Parma, Idaho



307 E Grove Avenue
Parma, ID 83660

Office: 208-722-7373
Dispatch: 208-722-5900

Now Hiring: Administrative Assistant

Job Details

- Pay Range: \$18.00-\$25.00 hourly
- Schedule: Full Time; Mon-Fri 8:00am-5:00pm

Qualifications

- Idaho Driver's License.
- Must pass a background check.
- Customer service and cash handling experience.
- Knowledge of Microsoft Office applications and use of basic office equipment.
- Experience with data entry, records management, and budgeting.
- Strong organizational skills and ability to manage confidential information.
- Grant writing and/or grant management experience.

Job Description

The employee will perform routine administrative functions to include greeting visitors at the front desk, answering the phone, and responding to email correspondence. Assists the Chief of Police with day-to-day operations. Will provide fingerprint services to customers. Will regularly perform accurate data entry and navigate databases. Responsible for detailed organization and accurate maintenance of records and legal documents. Employee will be required to learn and understand the functionality of the CAD/RMS system used. Employee will be required to know and understand Idaho State Statutes when handling records and processing record requests. Employee will be responsible for the proper maintenance of the evidence room and all associated duties of an evidence technician. Will handle evidence requests, submit evidence for analysis, and process evidence for destruction. Employee will be responsible for animal control duties such as capturing stray animals, caring for animals, cleaning kennels, and finding long term housing if necessary. Will assist with city ordinance enforcement duties such as providing information, taking photographs, and drafting notices. Employee will perform custodial duties for the Police Department ensuring a tidy work environment and clean building.

How to Apply

Interested applicants should submit the following:

- City of Parma Police Department Application
- Cover Letter
- Resume

Police Department applications can be picked up at the Parma Police Department located at 307 E Grove Avenue Parma Idaho, at Parma City Hall located at 305 N 3rd Street Parma Idaho, or online at cityofparmaidaho.org. You may contact the Parma Police Department at 208-722-7373 or adminppd@cityofparmaidaho.org with any questions.

PARMA POLICE DEPARTMENT is a drug free work environment and complies with Title 1 of the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and the State Human Rights Act and is an equal opportunity employer. Reasonable accommodations will be made available to qualified individuals with disabilities upon request.