



## **IMMEDIATE OPENING**

Creative Human Resources Concepts, LLC (CHRC) is currently recruiting for a minimum of 6-month assignment for a client located in the Mesa, AZ.

### **ADMINISTRATIVE SUPPORT ASSISTANT I – POLICE DEPT**

**JOB DESCRIPTION:** Performs work involving a variety of administrative support tasks. Word processing, testing, public contact and related activities in support of department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:**

Assist with administrative tasks within the hiring unit in the Police Department.

Additional duties may include:

- Processing time sheets for off duty officers in a timely manner ensuring accuracy
- Posting off duty jobs and filling them
- Working with vendors for off duty positions
- Processing checks for off duty officers
- Data entry for police department applicants and prepare files for investigators
- Reserving conference room for meetings
- Dropping off and picking up mail twice a day and distributing appropriately
- Faxing and making photocopies as needed
- Scanning applicant files

**REQUIRED EDUCATION/EXPERIENCE/CERTIFICATES AND LICENSES:**

- High school diploma or GED
- Minimum 3 to 5 years' experience performing progressively responsible office duties, preferably in city or state government
- Minimum typing speed of 45 wpm with data entry experience
- Must have experience operating a PC using word processing, spreadsheets, etc.
- Good work ethic, ability to work as a team, and excellent communication skills both written and verbal with ability to understand and follow instructions.

Any job offer may be contingent upon the successful completion of criminal background check, employment verifications, reference checks, FBI fingerprinting, and pre-employment drug screen following federal guidelines.

**HOURS:** 6:00am to 4:30pm or 5:30am to 4:00pm, Monday – Thursday  
**PAY RATE:** \$15.64/hr  
**BENEFITS:** Medical, Dental, Vision, Term Life, Paid Holidays & Sick Time  
**TERM:** Temporary Assignment – 6 months, possibly longer

Qualified applicants can email their resume to [email@chrc4work.com](mailto:email@chrc4work.com).

