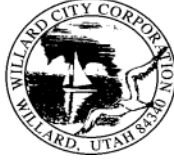


Willard City Corporation

80 West 50 South
Box 593



Willard, Utah 84340
(435)734-9881

Willard City Police Department Administrative Assistant

The Willard City Police Department is hiring a part time Administrative Assistant. Qualified applicant would be a key member of the Police Department. The duties will include interfacing with the public, maintaining records for the department, Bureau of Criminal Identification TAC or (BCI TAC), and grant administrator. This position is part time working 20 hours per week. This position does not qualify for benefits. Beginning wage is \$15.00 per hour or greater DOQ. Please direct all inquiries and submit your cover letter, resume, and references to Chief Theron Fielding at tfielding@willardcity.com. MINIMUM QUALIFICATIONS Graduation from High School preference for public safety experience.