

West Bountiful Police Department - Part-Time Administrative Assistant

The West Bountiful City Police Department is accepting applications for a **Part-Time Administrative Assistant**. This position provides vital support to the Police Chief and staff through clerical, records, and customer service responsibilities.

Responsibilities include:

- Administrative and clerical support such as typing reports, scheduling, and managing files.
- Serving as an assistant to the Records Custodian, handling GRAMA requests, and maintaining records systems.
- Greeting and assisting the public, answering calls, and providing information.
- Processing reports, court documents, and statistical records.
- Updating department website and social media.

Work Environment:

This position works in a busy office setting with frequent public interaction. The role requires professionalism, patience, and strong communication skills, including the ability to calmly assist individuals who may be upset or confrontational.

Minimum Qualifications:

- High school diploma or equivalent (GED).
- Two years of administrative or related experience (or equivalent combination of education and experience).
- Strong computer and communication skills; knowledge of Microsoft Office and records systems preferred.
- Must pass a background check and hold a valid driver's license.

Hours: Flexible schedule, minimum 8–10 hours per week during business hours (Monday–Friday, 8 a.m.–5 p.m.), with occasional additional coverage as needed

Position Details

- **Entry Rate:** \$17.50 - \$20.00 depending on experience
- **Benefits:** Not eligible

- **Department:** Police

Application Process

Applications are available at the West Bountiful City Police Department, 550 North 800 West, West Bountiful, Utah 84087, or online at www.wbcityut.gov/employment.

The first review of applications will begin **September 15, 2025**, and the posting will remain open until filled.

West Bountiful City is an Equal Opportunity Employer