



Loganville Police Department

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Loganville, Georgia 30052

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Michael L. McHugh
Chief of Police

M. D. Lowry
Assistant Chief

JOB ANNOUNCEMENT

Police Administrative Assistant

The City of Loganville Police Department is accepting applications for a full-time **Police Administrative Assistant**. This is a non-sworn position and will be responsible for a variety of functions including response to Open Records Requests, data entry and retrieval, assisting customers via telephone, e-mail and in person, assisting with the operations for the Municipal Court, retrieving driver and criminal histories, preparing daily deposits of fees and payments and other duties necessary to support the operations of the Loganville Police Department.

This position requires a High School Diploma or its equivalent, with some college coursework preferred. Must be able to communicate clearly both verbally and in writing. Must possess the ability to work in stressful environment and under tight deadlines. Applicant must possess good customer service skills and be able to interact with the general public and co-workers. Must be willing to submit to an extensive background investigation and polygraph examination as may be necessary.

The applicant will be required to obtain and maintain certification as a CJIS Network Operator and any related certifications necessary to operate a GCIC terminal. This will require the applicant to submit to a fingerprint based Criminal History Records Check.

Preferred Qualifications: Experience working in a public safety environment and knowledge of police procedures. Knowledge of law enforcement and court specific database programs to include Courtware, RMS and CloudCop highly desirable.

Interested applicants should complete a City of Loganville employment application and a Loganville Police Department Background Questionnaire. Both documents should be returned to Assistant Chief M.D. Lowry mdlowry@loganville-ga.gov or Personnel Director Kristi Ash krash@loganville-ga.gov.

Note: Due to current COVID-19 restrictions limiting public access to City buildings, interested applicants must contact Assistant Chief Lowry at mdlowry@loganville-ga.gov to receive the required application documents via email.

Deadline for applications to be considered is **Monday January 25, 2021**.

The City of Loganville is an Equal Opportunity Employer