

Administrative Assistant - Police

Town of Greensboro - Greensboro, Maryland

Part-time

Salary: \$22.00 - \$28.00 Hourly

Application Deadline: Jun 14, 2026

The Town of Greensboro Police Department is accepting applications for the position of Part-Time Administrative Assistant. Applicants must possess a high school diploma or GED, valid driver's license, strong communication and organizational skills, and experience in office support or administrative work.

The ideal candidate will be professional, detail-oriented, able to maintain confidentiality, and capable of working effectively with law enforcement personnel and the public.

Duties Include:

- Ability to manage multiple tasks in a fast-paced office environment
- Knowledge of computer operations, Microsoft Office programs, and standard office equipment
- Frequent public contact requiring tact, professionalism, firmness, and decisiveness
- Managing lobby reception and handling public and internal requests for service
- Numerous data entry and records management responsibilities
- Drafting letters, memoranda, reports, and other correspondence
- Assisting with organization and distribution of departmental mail
- Assisting officers with retrieval of reports and records
- Receiving and directing telephone calls to appropriate officers or outside agencies
- Providing clerical support for reports, correspondence, arrests, and records
- Assisting with parade, community, and special event functions
- Experience with NCIC reporting and law enforcement records systems preferred
- Familiarity with CrimeStar software preferred
- Experience with police grant writing and grant administration

Qualifications:

- High school diploma or GED required
- Minimum of two years of office support or administrative experience preferred
- Strong computer and organizational skills required
- Ability to maintain confidentiality and handle sensitive information
- Valid driver's license preferred

Salary and Schedule:

This is a part-time position with an hourly pay range of \$22.00 – \$28.00 per hour depending on qualifications and experience. This position does not include benefits.

Application Process:

Position will remain open until filled.

Additional requirements for eligibility and appointment may be provided during the application process.

The Town of Greensboro is an Equal Opportunity Employer