



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115

POLICE DEPARTMENT SENIOR ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF

The Groton Police Department is seeking qualified applicants for the permanent full-time position of Senior Administrative Assistant to the Chief of Police. This position is under the general direction of the Chief of Police, but also provides assistance to department. The pay range is \$24.90-\$30.93 based on experience.

Administers and implements the programs, policies and procedures of the Department; recommends courses of action to improve department practices and services, initiates research, serves as technical resource; acts as liaison between the Chief of Police and general public

Assists with organization and implementation of Community Policing initiatives. Department Point of Contact (Records Access Officer), Process and provide public documents with strict adherence to Code of Massachusetts Regulations and Massachusetts General Laws.

The successful applicant shall be proficient in Microsoft Office and Social Media platforms. Must be or willing to become a Notary Public and police matron. The successful applicant will successfully pass a thorough background investigation.

To apply, please complete a job application and submit to Melisa Doig, HR Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@grotonma.gov For questions please call 978.448.1145. Job description is available by request. Applications can be found on the Groton Town website, www.grotonma.gov

**The deadline for applications is
October 22, 2021**

The Town of Groton is an Equal Opportunity Employer

