Farmington Police Department

Office Manager

Farmington, Maine

Full-time 40-hour-a-week position with excellent pay and benefits. Qualifications include experience working in a fast-paced environment with the public in a courteous and effective manner; ability to prioritize tasks and exercise independent judgement following appropriate policies and procedures; communicate verbally and in writing at a professional level; and maintain a high degree of confidentiality and attention to detail. Job responsibilities include but are not limited to preparing case files for prosecution, responding to customer inquiries and FOAA requests, monthly NIBRS, and other clerical duties. Previous knowledge of public safety programs (IMC, ShareFile, METRO etc.) and an understanding of the public safety environment preferred.

Applications are available at the station, online at our website ([Town of Farmington, Maine - Employment Opportunities (farmington-maine.org)](https://www.farmington-maine.org/police-dept-employment), by phone, and email request:

scote@farmingtonpd.org

Completed applications, resumes and cover letters should be mailed to:

Farmington Police Department

116 Franklin Avenue

Farmington, Maine 04938

207-778-6311

Applications will be accepted until November 18, 2022

*The Town of Farmington is an Equal Opportunity Employer.*