



Job Opportunity

The City of Forsyth Police Department is currently accepting applications for a fulltime Office Assistant. Minimum requirements include High School Diploma or GED equivalent. Candidates must pass a stringent background check, and take a drug screening.

The Forsyth Police Department is seeking a candidate that is highly motivated. This position requires strong communication, organizational and time management skills; attention to detail is essential, and proficient internet and Microsoft skills are required. Responsibilities include customer service, multi-line phone system, data entry, reception basics, filing and the willingness to work with a great team. Qualified candidates must have experience working in a professional office setting and demonstrate a positive, professional demeanor.

The City of Forsyth offers a benefits package that includes the GMA retirement system, Medical and Dental insurance. Starting salary will be \$12.00 hourly. The City of Forsyth is an Equal Opportunity Employer. Open until filled. Interested applicants should apply: **Forsyth Police Department, P. O. Box 1447, Forsyth, GA 31029**. An application may be picked up at the agency 200 South Kimball Street.

For more information regarding goals, policy, and structure of the agency visit: <http://app03:88/policy/> and the City of Forsyth website at <http://www.cityofforsyth.net/>.