

# CITY AND BOROUGH OF WRANGELL

## **JOB ANNOUNCEMENT** **WRANGELL POLICE DEPARTMENT** **Administrative Assistant/DMV**

The Wrangell Police Department will accept applications for the position of **Administrative Assistant** through February 28, 2020 at 5:00 p.m. This is a permanent position with all City & Borough benefits.

This position serves as the administrative assistant to the Police Chief and Police Lieutenant as well as managing the DMV Office. They will prepare and maintain case files, reports, correspondence, and other related material for outside agencies, departments, and the District Attorney's Office. Assists with purchasing, revenues, and budget expenses for the Wrangell Police Department.

This position also manages the DMV Office with a part-time employee. Administers licenses tests, both written and driving, titles and registrations, fingerprinting, TWIC cards, HAZMAT, and TSA Precheck.

The position requires a high degree of confidentiality and organization. Due to the nature of the position a criminal background check and drug test will be required prior to hire. Additional certifications and background checks through state and federal agencies will be required post-hire.

This is a full-time, hourly position with full benefits, paid at Grade 18 with a starting wage at \$23.19 per hour.

Applications and job descriptions may be obtained and returned to Aleisha Mollen at City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at [amollen@wrangell.com](mailto:amollen@wrangell.com).

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

Lisa Von Barga  
Borough Manager

KSTK announce from February 14, 2020 to February 28, 2020.  
Sentinel publish February 20 and 27, 2020.