



Town of Fredonia

Clerk's Office

25 N Main St. * PO Box 217 Fredonia AZ 86022

Office 928-643-7241

Email: townclerk@fredoniaaz.gov

The town of Fredonia is hiring for the following position. Please complete a Town of Fredonia application located on the town website or available at the town office along with your resume. Applications are being accepted at the town office or e-mailed to townclerk@fredoniaaz.gov

Posted Date:

June 18, 2024

Closing Date:

July 2, 2024

Position: Part-Time Office Manager for the Fredonia Police Department

General Statement of Duties:

Responsibilities include but not limited to:

- 1) Answering Phones and Directing Calls
- 2) Records Management
- 3) Evidence Processing and Tech Responsibilities
- 4) Fingerprinting Services
- 5) Assist Administration with Coordinating Training
- 6) Assist with the Department Budget
- 7) Clean and sanitize areas of the department
- 8) Data Entry and Form Management

Minimum Requirements:

Knowledge of Microsoft Office, Specifically Excel and Word

Must have Customer Service Skills

Conflict Management Skills

Basic Computer Systems and Typing Skills

Pay Rate:

\$20. - \$24. DOE

20 hours per week