



## **SOUTH LONDONDERRY TOWNSHIP POLICE DEPARTMENT**

27 West Market Street  
Palmyra, PA 17078  
[sltpolice.org](http://sltpolice.org)

William M. Reigle II

Chief of Police

Office: 717-838-1376

Fax: 717-838-6612

EMA: 717-272-2054

### **Part Time Administrative Assistant**

The South Londonderry Township Police Department is seeking applicants for the position of Part Time Administrative Assistant. The position is for three days per week, 8:00-4:00 p.m., with some flexibility in scheduling.

The successful candidate must be detail-oriented and be able to: Organize, search and maintain confidential files and records according to department procedures, verify and correctly enter data into department report management system, interact effectively with people both on the telephone and in person.

Minimum qualifications include: High School Diploma or equivalent, clerical/administrative experience preferred, knowledge of Microsoft Office programs (Word, Excel and Outlook), ability to maintain confidentiality, and must be able to pass a background investigation.

A cover letter and resume' must be received by no later than Monday, October 19th, 2020 at 4:00 p.m. Mail or deliver to:  
South Londonderry Township Police Department  
Attn: Chief William Reigle  
27 W. Market St.  
Palmyra, PA 17078