SHELBURNE POLICE DEPARTMENT

623 MOHAWK TRAIL, SHELBURNE FALLS, MASSACHUSETTS 01370

Tel: 413.625.0304 Fax: 413.489.3005

Gregory D. Bardwell, Chief of Police

**Town of Shelburne, Massachusetts**  
**Police Administrative Assistant – Part-Time (16 hours/week)**

The **Shelburne Police Department** is seeking a reliable, detail-oriented, and professional **Administrative Assistant** to support the department’s daily administrative operations. This part-time position offers a unique opportunity to contribute to public safety in a small-town setting while working in a supportive and community-focused environment.

**Position Summary:**

Under the direction of the Chief of Police, the Administrative Assistant performs a variety of administrative and clerical tasks to ensure the efficient operation of the department. Responsibilities include records management, data entry, public correspondence, scheduling, and assistance with internal processes such as payroll and purchasing.

**Hours & Compensation:**

* **Part-Time:** 16 hours per week (days/hours flexible within weekday business hours)
* **Hourly Rate:** Commensurate with experience and qualifications

**Primary Responsibilities:**

* Answer department phones, greet the public, and respond to routine inquiries
* Draft and file correspondence, reports, and records in accordance with public records laws
* Schedule appointments and maintain calendars for departmental staff
* Assist with data entry into department records systems (e.g., IMC or similar)
* Prepare payroll data and assist with invoices and purchase orders
* Coordinate communications with town departments and outside agencies
* Help manage social media posts and public-facing announcements
* Perform other duties as assigned by the Chief or command staff

**Minimum Qualifications:**

* High school diploma or equivalent; associate degree preferred
* Previous administrative or clerical experience (preferably in municipal or public safety environment)
* Strong computer skills, including proficiency with Microsoft Office and data entry systems
* Excellent organizational, communication, and interpersonal skills
* Ability to handle confidential information with discretion
* Ability to pass a background check and CORI screening

**Preferred Qualifications:**

* Experience with public records law and/or law enforcement recordkeeping
* Familiarity with police records management software (e.g., IMC)
* Knowledge of Massachusetts municipal procedures and terminology

**To Apply:**

Send a cover letter and resume to:

Mail: Terry Narkewicz, Town Administrator

Town of Shelburne

51 Bridge Street, Shelburne, MA 01370

Or

Email: [Townadmin@townofshelburnema.gov](mailto:Townadmin@townofshelburnema.gov)

**Deadline to Apply:** Open until filled

The Town of Shelburne is an Equal Opportunity Employer and encourages all qualified individuals to apply.