



# NORWICH POLICE DEPARTMENT



CHIEF OF POLICE  
MATTHEW S. ROMEI

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## Job Announcement

The Norwich Police Department is accepting applications for the position of Full Time Administrative Assistant. Under the supervision of the Chief of Police, this position performs a full range of secretarial, clerical, receptionist and dispatch functions for the Police Department, including preparing confidential documents, schedules, and other key departmental administrative tasks. The successful applicant will have the ability to take the initiative and work in a minimally supervised environment as needed, manage multiple competing priorities, conduct training for personnel, and make decisions regarding departmental initiatives. The full job description is posted on the Norwich town website under Careers. This position is a Union position. Starting wage for this position is up to \$29.09 per hour depending on qualifications.

The Norwich Police Department offers a generous total compensation package that includes paid vacation time, personal time, 12 sick days per year, 12 paid holidays, health insurance (that is funded partially by the town), retirement plan, and many others.

This position is open until filled. To apply, please send a letter of interest along with a resume to [Matthew.S.Romei@vermont.gov](mailto:Matthew.S.Romei@vermont.gov) .

Norwich is an Equal Employment Opportunity Employer.