



JOB OPENING

JOB TITLE:	Secretary
POSTING DATE:	10/30/2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Police/Administration
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular Full-Time
START DATE & WORK SCHEDULE:	8:30 am to 4:30 pm, Monday through Friday. Occasional overtime as needed.
PAY RATE:	\$49,575 - \$56,738
PREVIOUS WORK EXPERIENCE:	Two years as a secretary or equivalent experience in clerical roles.
EDUCATION:	High School diploma is required.
SPECIAL SKILLS & TRAINING:	High degree of organization, accuracy, discretion, and ability to handle confidential information in support of the PD's administrative and operational functions. Strong written & verbal communication skills.
BASIC RESPONSIBILITIES:	Provides comprehensive clerical and administrative support to the Police Department, assisting command staff and department personnel with correspondence, records management, scheduling, data entry, and general office operations. Completes Admin. Bureau payroll and maintains employee leave balances for whole department. Responsible for preparing various documents for hiring process and communicating with applicants. Assists with special assignments as needed.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.