

Administrative Assistant-Police Department

The City of Athens, Tennessee, is seeking a highly organized and dependable Administrative Assistant to support our mission of serving and protecting the community. This position serves as a key point of contact for the public—answering phone calls and assisting individuals with questions related to fines, citations, and reports. The Administrative Assistant is also responsible for compiling and completing departmental reports and attending municipal court. If you are detail-oriented, professional, and committed to accuracy and integrity, we encourage you to apply.

Minimum Qualifications

- One to two years of experience as an administrative assistant or in a similar clerical role.
- Working knowledge of standard office equipment (e.g., computers, printers, scanners, multi-line phone systems).
- Proficiency with Microsoft Office Suite, including Word, Excel, and Outlook.
- Previous experience in a police department or municipal government setting is preferred but not required.
- Must be dependable, detail-oriented, and able to maintain confidentiality.
- Starting pay: \$18.58 per hour.

The position is full-time with a generous benefits package. If you are interested in this opportunity, you can download an application by visiting our website, www.athenstn.gov/career. Applications are also available to be picked up at City Hall. This posting will close on June 22, 2026, at 5:00 p.m. For more information, contact the Human Resources Department at the City of Athens, 815 N. Jackson Street, Monday through Friday 8:00AM-5:00PM at 423-744-2703.

The City of Athens is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status, or any other legally protected status. If you require a reasonable accommodation to participate in the application or interview process, please contact Human Resources at 423-744-2719 or hresources@athenstn.gov