

JOB NOTICE
POLICE SPECIALIST

Springfield Township, Montgomery County, is accepting resumes for a fulltime Police Specialist. Hours are Monday – Friday, 8:30 AM to 5:00 PM, for a total of 37.5 hours per week.

This is specialized work supporting police line operations. Duties include evidence and warrant management, and other law enforcement support duties. A police specialist will perform necessary administrative and clerical functions as directed and will assist in maintaining the Department's social media pages. Applicants must be proficient in Microsoft Word, Excel, Power Point and Outlook, have knowledge of standard office procedures and the Interface with police and criminal records reporting systems.

High School diploma or equivalent and five years of increasingly responsible administrative support work is required. Min. of two years of prior law enforcement/criminal justice/public safety experience preferred. Excellent benefits, salary dependent upon qualifications.

Interested individuals should submit a cover letter and resume no later than 4:00 PM, November 15, 2024 to the attention of the Springfield Township Manager, 1510 Paper Mill Road, Wyndmoor, PA 19038.

Springfield Township is an Equal Opportunity Employer.