

City of Hickory Hills Police Department

8800 West 87th Street * Hickory Hills, Illinois 60457

Charles A. Hobart
Chief of Police

Phone
(708) 598-4900

The Hickory Hills Police Department is seeking a motivated individual to fill the position of Administrative Assistant for the Chief of Police. The Chief's Office manages both the operations of the Police Department and a Dispatch Center. This position requires: 1-a high ethical/moral compass, 2-confidentiality, 3- organization, professional communication, clear thinking, level headed with a gear towards solution outcomes, 4-MS Office use, calendaring, HR liaison, accounts payable/receivable, court records, 5-passing a background check. The benefits include competitive salary, medical/dental/vision if needed, vacation/personal time/sick time, clothing allowance and pension contributions. The work hours are Monday through Friday, encompassing the day time hours with some start time flexibility. If you believe you would be a good fit for this opportunity, please submit a resume to chobart@hickoryhillspd.us

A reply will be sent to each applicant when resume received and the anticipated hiring date is around June 7, 2021.