

EMPLOYMENT OPPORTUNITY

PUBLIC SAFETY ADMINISTRATIVE ASSISTANT. Immediate opening in Owosso Public Safety, job requires a high school diploma/GED and at least two years of related experience. Works full-time, Monday – Friday, 8:30am to 4:30pm, \$22.73/hour includes medical, dental, vision, life insurance, 401a and paid time off. Performs administrative services for the Public Safety Department. Work includes processing information and documentation on police, fire and EMS data systems. Answers phone, receives the public, provides customer assistance and cashiering responsibilities. Job description and application available at

<http://www.ci.owosso.mi.us/DepartmentsServices/HumanResources.aspx#Jobs>.

Applications must be returned to Human Resources, City of Owosso, 301 W. Main St., Owosso, MI 48867 by 4:30 p.m. on Friday, February 28, 2025, via mail, email to hr@ci.owosso.mi.us or fax to 989-725-0526. The City of Owosso is an Equal Opportunity Employer.