



## EMORY POLICE DEPARTMENT

119 W NORTH ST, EMORY TEXAS 75440

P. O. BOX 100 EMORY, TEXAS 75440

(903) 474-9003 OFFICE



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## Emory Police Department Now Hiring!

Accredited Agency - Texas Police Chiefs Association

### **Position:** Police Administrative Assistant

The Emory Police Department is accepting applications for the position of Police Administrative Assistant. This position will perform clerical and administrative duties such as answering phones, data processing, mail processing, bookkeeping and will be a point of contact for public walk-ins. Previous experience in law enforcement records management, dispatching or other law enforcement functions is preferred. Training and experience will be evaluated on a case-by-case basis.

### **Benefits include:**

- Pay range: \$16.00 – \$19.00 /hr. (6-month probationary period).
- Employer paid TML health insurance (employee only), HRA, Dental, Vision and basic life insurance.
- TMRS retirement 7% with city 2:1 match (5-year vesting)
- The hiring process consists of a resume review, city employment application, oral interview, PHS submission/review and all applicants must pass a thorough background investigation.

The City of Emory is in Rains County located between Lake Tawakoni and Lake Fork Reservoir. Emory is the county seat of Rains County and has a total area of approximately 2 square miles. The current population is approximately 1,700.

Emory is a great community where the police department is appreciated. Our department is growing and is currently approved for 6 employees consisting of a Police Chief, Patrol Sergeant, 3 Officers and 1 Administrative Assistant.

For additional information / resume submission contact:

Chief of Police: Tom Parsons, [tparsons@emorytx.com](mailto:tparsons@emorytx.com)