



# City of Beloit Administrative Assistant II

<b>SALARY</b>	\$22.64 - \$31.57 Hourly	<b>LOCATION</b>	100 State St., Beloit, WI
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202600045
<b>DEPARTMENT</b>	Police Department	<b>DIVISION</b>	PD-POLICE
<b>OPENING DATE</b>	06/16/2026	<b>CLOSING DATE</b>	7/7/2026 11:59 PM Central

## Summary of Job

The City of Beloit invites experienced and qualified candidates to apply for the position of Administrative Assistant II within the Police Department. This role delivers essential high-level administrative and clerical support to ensure the seamless development and implementation of departmental programs and functions.

The ideal candidate possesses excellent judgment, discretion, and initiative, with a proven ability to interpret and apply complex policies, procedures, and processes. Key responsibilities for this role include drafting correspondence, preparing meeting agendas, recording precise minutes, managing budgetary and purchasing documentation, analyzing key metrics to compile detailed reports, and executing critical personnel and payroll functions.

## Qualifications

### MINIMUM REQUIREMENTS

1. High School diploma or equivalent.
2. Must have a valid motor vehicle operator's license, satisfactory driving record or the ability to otherwise meet the transportation needs of the position.
3. Associate's Degree in business administration, bookkeeping, accounting, or a related field. Post-High School education in the study of business administration, bookkeeping, accounting, public administration, or a related field in addition to five (5) years of professional work experience in an office setting performing administrative or clerical work may be substituted for the degree requirement.
4. Minimum of three (3) years of professional administrative office experience, preferably in public safety setting or municipal government.
5. Notary Public commission in the State of Wisconsin or the ability to obtain said commission within 6 months of hire.
6. Must have experience in Microsoft Office Suite, namely Word and Excel – ability to use merge functions in Word, develop/use formulas in Excel, etc.; and ability to learn software (MUNIS and Spillman) unique to the position.
7. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Equal Opportunity Employer

**Employer**

City of Beloit

**Address**

100 State St

Beloit, Wisconsin, 53511

**Phone**

(608) 364-5819

**Website**<http://www.beloitwi.gov>**Administrative Assistant II Supplemental Questionnaire****\*QUESTION 1****Do you have a high school diploma or equivalent?**

- Yes
- No

**\*QUESTION 2****Do you have a valid driver's license and satisfactory driving record or otherwise meet the transportation needs of the position?**

- Yes
- No

**\*QUESTION 3****Do you have an Associate's Degree from an accredited college or university in business administration, bookkeeping, accounting, or a related field OR post-High School education in the study of business administration, bookkeeping, accounting, public administration, or a related field in addition to five (5) years of professional work experience in an office setting performing administrative or clerical work?**

- Yes
- No

**\*QUESTION 4****Do you have a minimum of three (3) years of professional administrative office experience?**

- Yes
- No

**\*QUESTION 5****Do you have experience with Word and Excel in Microsoft Office Suite?**

- Yes
- No

**\*QUESTION 6****Please list other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may also be considered.**

\* Required Question