



Beginning Wednesday, January 14, 2026, the Loxley Police Department will be accepting applications for an Administrative Assistant.

JOB SUMMARY:

The purpose of the Administrative Assistant is that they are responsible for the smooth functioning of the office. This employee must handle the initial meeting of persons who come to the police station for information and /or assistance routing them to the proper person or agency. This employee must also handle the daily operation of the office; routing and answering correspondence; filing reports generated by the officers; compiling data and typing reports; searching for information and providing a requesting party with copies; disseminating information as directed by the Chief of Police; and other office related duties as required.

QUALIFICATIONS:

- 18 years or older
- High School Diploma or GED
- Valid driver's license
- Must have 2 years' prior experience in administrative assistant activities.

SALARY RANGE:

Hiring rate is negotiable based on experience.

DEADLINE:

The deadline to apply is Wednesday, January 28, 2026. Applications can be downloaded online at www.cityofloxley.com or picked up at the Loxley Police Department. Turn in applications to the Loxley Police Department at 2128 East Relham Avenue Loxley, AL 36551 or sent via email to amiller@cityofloxley.com.

