City of Ranson
Job Advertisement

Job Title: Police Dept. Administrative Assistant

Position: PD Administrative Assistant

Employer: City of Ranson, WV

Application Deadline: Tuesday, November 10th, 2026 at 5:00 p.m.

Compensation: $49,699.20 + depending upon experience and qualifications (Pay Range Grade 6-12). The City of Ranson also offers a comprehensive benefits package including health insurance and retirement benefits.

To apply: Submit a completed city employment application, resume, cover letter, and any required documentation relating to certifications or higher education to the City of Ranson, Attn: Hiring Manager, 312 S. Mildred Street, Ranson, WV 25438 or via email to hr@ransonwv.gov. *An applicant can supplement the application with additional documents but may not submit supplemental documents as a substitute for the application.* **Alternatively, interested applicants may apply for open City positions at https://ransonwv.breezy.hr/.**

Description: Ranson, WV seeks motivated applicants for the position of PD Administrative Assistant. Primary duties include customer service and front desk coverage at Ranson Police Department, posting receipt transactions, maintaining detailed citation/court records, and processing large quantities of complex data entry tasks pertaining to public safety. This position ensures timely record postings and document filing, efficient routing of customer inquiries, and provides professional yet friendly service relating to municipal court functions. Teamwork, data entry skills, excellent organizational habits, and the ability to work in a fast-paced environment are essential to this position. The ideal candidate for this position will possess a high school diploma or equivalent credential, and bring 5 years of experience in a public administrative setting with record management responsibility.

A complete job description and application are available for review at https://ransonwv.gov/news-and-notices/. The City of Ranson is an Equal Opportunity Employer.