

The logo for the Town of Winhall, Vermont, features the text "TOWN OF WINHALL VERMONT" in a bold, serif font, centered within a white oval. This oval is set against a larger, light green oval background that has a subtle gradient and a slight shadow effect.

# TOWN OF WINHALL VERMONT

113/115 Vermont Route 30  
Bondville, VT 05340

[www.winhall.org](http://www.winhall.org)

March 20, 2024

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## *Town of Winhall Seeks Police Department Operations Specialist*

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### **Introduction**

The Winhall Police & Rescue Department is now accepting applications for a full-time Operations Specialist. We are seeking an energetic, positive professional with a strong desire to work closely with our law enforcement officers and community.

### **The Police Department Operations Specialist must have the following qualifications:**

- Must be able to pass a background check.
- Must have the ability to work with sensitive documents and maintain confidentiality.
- Proficient in computer skills.
- Accurate typing skills and knowledge of general office procedures.
- Ability to manage deadlines.
- Excellent communication skills.
- Ability to establish and maintain working relationships with peers, other agency representatives, and professional organizations.
- Knowledge of or willingness to learn Law Enforcement record management systems and processes.

### **Benefits**

- Medical / health insurance
- Dental insurance
- Vision and Aflac supplemental options
- Life insurance and disability insurances
- Retirement Program – VMERS (VT Municipal Retirement System)
- Generous combined time off (CTO) policy
- Education incentives and wellness benefits

**To Apply, Submit:** A cover letter expressing interest in employment with the Town of Winhall, along with a resume outlining the experience and qualifications of the applicant and list of references (minimum 3).

### **Submissions:**

E-Mail all submissions and direct all inquiries to:

Chief Derrick Tienken  
P.O. Box 139, Bondville, VT 05340  
E-Mail: [derrick.tienken@vermont.gov](mailto:derrick.tienken@vermont.gov)  
Non-Emergency Line: (802) 297-1013

### **Deadline:**

Applications will be accepted until 5:00PM on Friday, April 12, 2024.

The Town of Winhall reserves the right to reject any or all submissions that do not meet the criteria specified, is received after the deadline, or is not complete. The Town of Winhall also reserves the right to seek clarification from any person that submits an application once all of the applications have been reviewed. Interview (s) and reference checks will be conducted prior to the hiring of the Operations Specialist. The Town of Winhall is an equal opportunity employer. Terms of employment, compensation, and benefits will be set by the Select Board. A six-month probationary period will be a condition of employment.