

March 28, 2014

Lansing Township Police Department is taking applications for the position of Police Department Secretary. The job description and application is on the web site for Lansing Township. Applicants must be free of any criminal history, be able to maintain that status, and pass an extensive background check.

A cover letter, resume, and application are required from the applicant. These items should be mailed or delivered to Chief Kay Hoffman, Lansing Township Police Department, 3209 W. Michigan Avenue, Lansing, MI 48917. They can also be emailed to [hoffmank@lansingtownship.org](mailto:hoffmank@lansingtownship.org) using "Application" followed by your last name in the subject line.

The job description and application are available at [www.lansingtownship.org](http://www.lansingtownship.org)

Interested individuals should submit their paperwork by 5:00 p.m. April 7, 2014.

The Charter Township of Lansing is an equal opportunity employer.