

Part Time Secretarial Position

Position: Administrative Assistant

Position Type: Part Time

Location: Netcong, NJ

The Borough is seeking an administrative assistant to support a local Police Station. The assistant will perform a range of clerical and administrative tasks designed to ensure the smooth operation of police functions.

Position Responsibilities:

- Answers the phone and responds to internal and external inquiries redirecting as appropriate.
- Provides exceptional customer service to citizens and staff by providing information, answering questions, or directing them to the appropriate resources.
- Maintain files and confidential records.
- Monitors the use of office supplies and place orders to vendors when necessary.
- When the suppliers send invoices for payment, the assistant forwards them to the accounting clerk.
- Serves as a link between the Chief of Police and other law enforcement officers.

Position Requirements:

- A minimum of three years' experience in a relevant office/administrative/clerical setting.
- High moral character; able to maintain a high level of confidentiality.
- Knowledge and skill with typical office equipment and computers, including software and applications such as Microsoft Office Suite.
- Must be an organized professional with strong skills in solving office problems and managing office records.
- Must be able to maintain an efficient filing system for confidential records.
- Police administrative assistants are public office holders, and as such they must discharge their duties with integrity, and deal with the public in a pleasant and tactful manner.

Submit Resume to Netcong Police Department - 19 Maple Ave. Netcong, NJ. 07857. Attn: Chief Blesson. For more information contact 973-347-0252 Ext. 124.

The Borough of Netcong is an Equal Opportunity Employer.