

# **POLICE RECORDS CUSTODIAN / ADMINISTRATIVE ASSISTANT –**

## **Full Job Description**

The Borough of Hamburg is seeking candidates for the position of Administrative Assistant to the Police Department.

Under general direction, the Administrative Assistant performs a wide variety of administrative and clerical services in support of the Police Department.

Responsibilities include but are not limited to:

- Preparing discover for all cases
- Working independently on projects assigned by the Chief;
- Handling forms, communications, and confidential information related to employee personnel, and medical files, and more;
- compiling employee time records and maintaining requested time off records;
- preparing memorandums for county, state, and federal agencies;
- preparing and distributing routine correspondence, letters, memos, charts, tables, reports, etc.;
- receiving calls and visits from external/internal callers and directing to appropriate authority; and
- maintaining and controlling distribution of office supply inventory for Staff.

Attention to detail, accuracy, and organizational skills are a must. Role requires demonstrated excellent customer service skills, thorough knowledge of office practices, general knowledge of police work and procedures, ability to prepare effective correspondence, and working knowledge of office computer use with the ability to learn new software. Must be able to practice appropriate discretion to preserve confidentiality of highly classified and sensitive information.

***Education/Experience:*** Experience in secretarial, office management or related fields plus executive administrative office experience. Familiarity in Microsoft Word, Excel, and Outlook.

***Special Requirements:*** Must pass personal background check and criminal check. May require a driver's license valid in the State of New Jersey.

***Salary:*** Based on Experience

**Please send all inquiries to - [mpostorino@hamburgpolice.org](mailto:mpostorino@hamburgpolice.org)**