

Full time Police Secretary for the Flemington Borough Police Department Salary: \$36,400.00.

The Flemington Borough Police Department is seeking a highly organized, reliable, and detail-oriented Police Secretary to join our team. The successful candidate will provide administrative support to ensure the efficient and effective operations of the police department.

Key Responsibilities: Answer and direct phone calls, emails, and inquiries to appropriate departments or personnel. Prepare court discovery for courts and attorneys. Prepare OPRA requests. Maintain and update confidential police records, files, and databases. Prepare and proofread correspondence, reports, and documents as required. Assist in the preparation of reports, presentations, and other administrative tasks. Ensure compliance with applicable laws and regulations regarding document handling and record-keeping. Perform other duties as assigned by the police department administration.

Qualifications: High school diploma or equivalent; associate's degree or higher preferred. Strong organizational, communication, and multitasking skills. Proficiency with Microsoft Office Suite (Word, Excel, Outlook). Ability to handle sensitive and confidential information with integrity. Strong attention to detail and accuracy in work. Knowledge of police terminology and procedures is a plus. Ability to work independently and as part of a team. Application Instructions: Please submit your resume, cover letter, and references to Chief Jerry Rotella at jrotella@flemingtonpd.org. Applications will be accepted until January 20, 2025. The Flemington Borough Police Department is an equal opportunity employer.