



NOTICE OF POSTING FOR JOB OPENING

Positions: *Full time Police Secretary (Senior Clerk Typist Grade II)*

POINT PLEASANT POLICE DEPARTMENT

The Point Pleasant Police Department is accepting applications for the position of full-time police secretary. Compensation is set forth in the collective bargaining agreement covering (clerical employees) between teamster local union No. 469 and the Borough of Point Pleasant. Starting salary is \$47,774.

Essential Duties and Responsibilities:

- Reviews, checks, reports, applications, and other documents for correctness.
 - DCCP Checks, Record Checks
 - OPRA Requests – Crash reports
 - Prepare Monthly Statistical Data Reports
 - Handicap Placards
- Checks and verifies bills, vouchers, and statements
 - Utilizes Purchase Orders – signatures, tax exempt certificates, W-9 forms, Business Registration
 - Prepares deposits of funds
- Organizes assigned clerical, typing and other related work and develops effective work methods.
 - Monitors and Orders Clerical Supplies
 - Replenishes forms in report room

Requirements:

- Applicants must be a U.S. citizen, possess a valid New Jersey driver's license, have a High School Diploma or state certified G.E.D., read and write the English language proficiently, have no criminal record, be of sound moral character, able to pass a comprehensive background investigation, basic physical and oral interview. The right candidate is a highly motivated, well organized self-directed professional who embraces new challenges and collaborates well with team members, accepts responsibility, sees assignments to completion, exhibits excellent oral and written communication skills.

Interested applicants must complete a Pre-employment application and must email a resume to Captain Loren MacIver at, lmaciver@ptboropd.com. Pre-employment applications can be picked up in person at the Point Pleasant Police Department, 2233 Bridge Ave., Point Pleasant, N.J. 08742. Please direct questions regarding this position to lmaciver@ptboropd.com