

Executive Administrative Assistant

Salary:

\$12.02 to \$28.84 per hour based upon training and experience.

Full Job Description:

The Raritan Borough Police Department (RPD) is seeking an energetic, motivated and detail oriented individual to fill its Executive Administrative Assistant position. This position will play an important role in the daily operations as it provides administrative support for department personnel and performs a wide variety of complex duties within the Raritan Borough Police Department.

Responsibilities include:

- Provide administrative support to department personnel.
- Write, draft, and/or review correspondence, reports, documents, and/or other written documents
- Track and file (original and electronic) official departmental reports and external correspondence and communications
- Effectively communicate and provide assistance to citizens with issues or requests for information
- Coordinate public disclosure requests related to the department and maintain records per the applicable law enforcement records policies and procedures
- Plan special events
- Transcribe case interviews and/or recordings
- Maintain a high level of trust and confidentiality at all times as the position is exposed to highly sensitive and confidential information
- Perform other duties as assigned by the Chief of Police or his designee

Borough of Raritan Commitment to Diversity and Inclusion

Raritan's diversity is its greatest asset. Raritan embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Raritan's workforce, and long-term success. In Raritan, equity and empowerment are top priorities, meaning that all Raritan residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Raritan to be an inclusive and equitable place to live, work, and play.

Qualifications:

Minimum Qualifications include:

Graduation from high school or equivalent and previous secretarial or administrative experience.

Desired Qualifications include:

- Previous work experience in or with law enforcement in a support or administrative role.
- Bi-lingual preferred.

Selection Process & Supplemental Information:

To be considered for this rewarding career opportunity:

Interested individuals can find applications at www.raritanpd.org. You can also pick up an application at the Raritan Borough Police Department located at 20 First Street Raritan, NJ 08869, Monday through Friday between the hours of 7:00am and 2:00pm. Completed applications along with a detailed resume and cover letter describing your responsibilities as they relate to the responsibilities of this position must be returned to the Raritan Borough Police Department by **2 p.m. on February 25, 2022**.

NOTE: Applications received after the due date or without the required resume and cover letter will not progress in the selection process. For your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

Applicants who meet the minimum qualifications will be invited to participate in an oral interview to assess their knowledge, skills, and abilities as they relate to the position. Applicants will be placed on the eligible list for interview and hiring consideration.

Raritan is an Equal Opportunity Employer.