

# Executive Assistant to the Office of Chief of Police

**Non-Union Position**  
**Annual Salary \$50,000**

Interested candidates can submit an application and resume to the Township of Edison's HR Dept. 100 Municipal Blvd. Edison, NJ 08817 no later than May 25, 2018.

## **Job Requirements and Abilities:**

- Under the immediate direction of the Chief of Police; can supervise, coordinate and control the office clerical functions and related operations as assigned by the Chief.
- Maintains a High level of Security, Discretion and Confidentiality.
- Full time work experience that demonstrates the ability to fulfill this job description.
- **Writing Skills, Reporting Skills, Scheduling, File Management, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Verbal Communication, English Proficiency.**

## **Job Responsibilities:**

Enhances executive's effectiveness by managing, supervising, organizing, coordinating and controlling the administrative clerical functions.

- Maintains customer confidence and protects operations by keeping information confidential.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries; following up on inquiries as needed to maintain customer satisfaction and confidence.
- Maintains Police Administration Executive Appointment Schedules as needed; coordinating, scheduling, maintaining and making reminders of meeting appointments, events and appearances.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintains and oversees administrative and personnel files and records; upholding strict confidentiality standards.
- Completes projects by assigning work to clerical staff; following up on results.
- Prepares reports by collecting and analyzing information.
- Provides historical reference by developing and utilizing filing and retrieval systems.
- Contributes to team effort by accomplishing related results as needed.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the Township undue hardship, such persons may not be eligible.