

Police Administrative Secretary
Senior – Principal
Annual Salary \$41,000

Interested candidates can submit their application and resume to the Edison HR Dept., 100 Municipal Blvd. Edison NJ 08817 on or before July 5, 2017.

Either assists an executive officer by doing administrative stenographic and clerical work, usually varied and involving some elements of trouble shooting, or, under immediate direction of an administrative official, performs administrative stenographic and clerical work, and supervises the office and other clerical and related operations of a department/division; does other related duties as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Takes and transcribes dictation consisting of letters, memoranda, statements, and so forth of the most difficult, complex, technical, and responsible nature.

Assists an administrative official in the formulation of policies/procedures for the office and other clerical operations of a department/division.

Prepares administrative correspondence, memoranda, and statements.

Collects and analyzes data needed as a basis for administrative decisions.

May directly supervise some designated phase or phases of the clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling needed statistical and other data, checking and approving invoices/vouchers, and collecting/depositing money.

Conducts special investigations for an administrative official.

Makes decisions requiring knowledge of the organization.

Supervises, directly or indirectly, the establishment and maintenance of records and files.

Requirements:

Five (5) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization which shall have included transcribing. One (1) year as Police Secretary.

For Senior: One year as Police Administrative Secretary. Upon verification of requirements, promotion will take effect the following July 1.

For Principal: One year as Senior Police Administrative Secretary. Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Knowledge of office methods, practices, and equipment.

Knowledge of how to perform complex typing and stenographic tasks.

Knowledge of the internal organization and established policies/procedures/regulations relative to the work of the department or autonomous government agency after a period of training.

Knowledge of problems involved in the formulation of policies/procedures for the office and other clerical and related operations.

Knowledge of methods used in preparing and supervising preparation of statistical and other reports containing findings, conclusions, and recommendations.

Knowledge of how to supervise the establishment and maintenance of records and files.

Ability to comprehend established office and other clerical and related routines, rules, and regulations of complexity in a relatively large organization.

Ability to organize assigned work and develop effective work methods.

Ability to provide assignments and instructions to individuals and groups.

Ability to prepare and supervise preparation of reports.

Ability to supervise the establishment and maintenance of records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related

units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

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 employer undue hardship, such persons may not be eligible.

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