

## **Confidential Secretary to Chief of Police – Borough of Oakland**

The Borough of Oakland is seeking a dedicated and responsible candidate to provide administrative support to the Chief of Police. Specific duties include clerical and related work involved in maintaining financial and/or personnel records, preparing payrolls, making purchases, compiling statistical and other data, checking and approving invoices/vouchers, and collecting /depositing money, input, create and send purchase orders to vendors from purchasing software, assist with police department budget preparation, track budget information and create reports, compose intra-office memorandums, prepare administrative correspondence and statements, communicate effectively with other Borough employees, monitor, track and create annual employee time allotments, be responsible for petty cash account, maintain and organize files, and review and respond to voicemail and various correspondence on behalf of the administration. The successful applicant will be organized, knowledgeable in Edmunds Finance Software, MS Office and able to utilize specialized software used by the Police Department. A positive attitude and strong customer service skills, the ability to work independently, meet deadlines and multi-task are essential. The position requires a high level of confidentiality. Submit, cover letter and resume to Administration at [adminsec@oakland-nj.org](mailto:adminsec@oakland-nj.org). Salary DOQ/E . Deadline to apply is Friday 4/19/24. EOE