

Borough of Freehold, NJ

Job Opportunity

Title: Confidential Secretary

Issue Date: 6/10/2022

Closing Date: 7/1/2022

Jurisdiction: Freehold Borough

Salary: \$41,750 - \$62,405

Number of Positions: 1

Workweek: Full Time

GENERAL DEFINITION OF WORK

Assists the Department Head, by performing varied, complex administrative secretarial, advanced clerical and program support functions of a general or specialized nature; relieves the Department Head of technical, as well as general administrative details; may supervise clerical operations and staff; does other related duties as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Performs varied, complex secretarial and administrative clerical work, involving some elements of troubleshooting.
- May supervise the secretarial, clerical and related operations of the department.
- Maintains calendar and schedule of appointments for an administrative official.
- Schedules and maintains travel arrangements for an administrative official, as authorized.
- Prepares administrative correspondence, memoranda, and statements on behalf of an administrative official, as authorized.
- Where authorized, reviews, prioritizes and responds to voicemail and various correspondence on behalf of an administrative official.
- Prepares meeting agendas, attends meetings and records minutes.
- Greets and directs visitors.
- Screens and routes incoming calls.
- May order and distribute office supplies and equipment.
- May draft proposed ordinances and/or resolutions as directed.
- Collects and analyzes data required in the formulation of administrative decisions.
- Conducts special projects as requested / directed.
- Makes decisions requiring knowledge of the organization.
- Maintains essential records and files.
- Manages department payroll
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

EDUCATION AND EXPERIENCE:

- Five (5) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization

Please submit a letter of interest and resume detailing qualifications and experience to Sascha Duckenfield, Borough Administrator's Office or email to Sduckenfield@Freeholdboro.org by Thursday, July 1, 2022

Freehold Borough Hall, 30 Mechanic Street, Freehold, NJ 07728

The Borough of Freehold is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our community and our workforce.