

BOROUGH OF FORT LEE



POSITION ANNOUNCEMENT

KEYBOARDING CLERK 1 (CLERK TYPIST) in the FORT LEE POLICE DEPARTMENT

FULL-TIME POSITION (32 ½ Hour Work Week)

DEFINITION:

Under direction, the individual would perform varied, complex clerical work involving the processing and filing of records as well as more difficult and complex tasks. Performs specialized clerical work involving the receiving, disseminating, filing, maintaining, and releasing of criminal and other law enforcement records, including the processing of Open Public Records Act (OPRA) requests. Additional related duties as required by the department.

REQUIREMENTS:

Appointees to this position should have excellent organizational and follow up skills with a high degree of attention to detail. Have a basic knowledge of the Microsoft Office applications. Excellent interpersonal skills to be able to interface effectively with the public. Can maintain a high-level of confidentiality.

All appointees will be required to undergo and pass a background clearance check.

If interested, please mail, or email a cover letter and resume no later than February 28, 2023, to:

Chief of Police Matthew Hintze
Fort Lee Police Department,
1327 16th Street Fort Lee, NJ 07024
jobs@fortleepolice.org