

BOROUGH OF KEYPORT

Secretary to the Chief of Police (Full-Time)

Salary \$20,000 to \$65,000

Date Posted: 3/27/26 Until Filled

The Borough of Keyport is seeking a qualified individual to serve as Secretary to the Chief of Police. This position provides confidential administrative and clerical support to the Chief and Police Department staff.

Duties include:

Scheduling and calendar management; meeting coordination and minutes; handling correspondence and phone communications; maintaining electronic and paper records; assisting with payroll, invoices, and basic bookkeeping; supporting grant preparation; monitoring office supplies; and performing general administrative functions.

Requirements:

Prior experience in an executive/administrative support role; proficiency in Microsoft Office and office systems; strong organizational, multitasking, and communication skills; knowledge of basic accounting procedures; ability to maintain confidentiality.

Hours/Salary:

Full-time, up to 37.5 hours per week; salary commensurate with experience.

To Apply:

Submit cover letter and resume to Chief Michael A. Ferm at mferm@keyportpd.org

EOE. Civil Service jurisdiction.