

## **ADMINISTRATIVE ASSISTANT / POLICE MATRON – TOWNSHIP OF TEWKSBURY**

Tewksbury Township is seeking a full time Administrative Assistant / Police Matron for a position in the Police Department. Applicants must be competent in all aspects of Microsoft Office. Exceptional interpersonal and strong organizational skills are desired, along with the ability to be flexible and adaptable to the changing needs of the position. Responding to residents, preparing confidential documents and reports, maintaining files, generating and creating reports, all while displaying the utmost discretion and professionalism are a must. The individual must be comfortable interacting with elected officials, management staff, employees, representative of outside agencies and the general public. Previous experience in a municipal environment and local knowledge is a plus. Applicants with no certification/training as a Police Matron shall be enrolled in the first available training offered by the Police Academy. Salary and benefits are commensurate with qualifications. Resumes will be accepted via email only. Resume review and interviews will be on a continual basis until the position is filled. Send resume / letter of interest to Police Chief Timothy Barlow at [tpbarlow@tewksburytwp.net](mailto:tpbarlow@tewksburytwp.net). The Township of Tewksbury is an Equal Opportunity Employer.