

# CITY OF HACKENSACK

## JOB OPENING ANNOUNCEMENT

### *Title: Keyboarding Clerk 1*

|                      |                   |                      |                             |
|----------------------|-------------------|----------------------|-----------------------------|
| <b>Department:</b>   | Police Department | <b>Salary Range:</b> | \$40,000 - \$45,000         |
| <b>Date Posted:</b>  | 10/31/2025        | <b>Position:</b>     | Full-Time, Contractual      |
| <b>Post Expires:</b> | Until filled      | <b>Shift:</b>        | Monday-Friday 8:30am-4:30pm |

#### **Application Process:**

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at [apply@hackensack.org](mailto:apply@hackensack.org)

#### **Job Description**

##### **ROLES AND RESPONSIBILITIES**

Under supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

- Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.
- Maintain records and files.
- Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.
- May assist in requisitioning, storing, and distributing office supplies.
- May perform other similar duties as needed.

##### **EXPERIENCE AND EDUCATION REQUIREMENTS**

One (1) year clerical experience preferred. Bilingual language skills in Spanish/English a plus.

##### **LICENSE AND CERTIFICATIONS:**

Not required for this position.

##### **REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)**

- Knowledge of office routines, equipment, and practices after a period of training.
- Ability to organize assigned clerical work and develop effective work methods.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- Ability to organize assigned clerical work and develop effective work methods, including time management and prioritization.
- Ability to read, write, speak, understand, and communicate English sufficiently to perform duties.

This is a full-time, contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

~ CITY OF HACKENSACK IS AN EQUAL OPPORTUNITY EMPLOYER & CIVIL SERVICE JURISDICTION ~