# CITY OF HACKENSACK

## JOB OPENING ANNOUNCEMENT

## *Title: Keyboarding Clerk 1*

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| **Department:** | Police Department | **Salary Range:** | $40,000 - $45,000 |
| **Date Posted:** | 11/1/2026 | **Position:** | Full-Time, Contractual |
| **Post Expires:** | Until filled | **Shift:** | Monday-Friday 8:30am-4:30pm |

**Application Process:**

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at 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 ~**