

## **Administrative Assistant**

### **BOROUGH OF ALLENDALE POLICE DEPARTMENT**

The Allendale Police Department is seeking someone for the position of Administrative Assistant. Must be professional, organized, responsible individual with excellent communication skills and be proficient in MS Word, Excel and Outlook. Skills test will be given at interview. The application and job description are posted on the Allendale Police ([www.allendalepd.org](http://www.allendalepd.org)) and Borough of Allendale ([www.allendalenj.gov](http://www.allendalenj.gov)) websites.

Qualified applicants may also pick up an application at Allendale Police Headquarters, 290 Franklin Turnpike, Allendale, NJ.