



EMPLOYMENT REQUIREMENTS

The Woodcliff Lake Police Department is accepting applications for a Part-time confidential administrative assistant and records clerk.

Please forward all resumes either by mail or drop-off in person to:

Chief John Burns
184 Pascack Road
Woodcliff Lake, NJ 07677

Resumes will be accepted between March 3 and March 19, 2021. In person drop-off accepted Monday thru Friday between 8am and 4 pm.

Applicant must be familiar with standard office equipment, must be proficient with Word, Excel and Access. Applicant must also be willing to be certified as a Police Matron.