City of South Amboy

JOB TITLE: Confidential Secretary/Planning Board Secretary
DEPARTMENT: Administration
SALARY RANGE: $31,200-$69,000
BENEFITS: Competitive benefits package including medical and dental coverage, life insurance, retirement plan and paid leave
DATE POSTED: March 19, 2026
CLOSING DATE: Until filled

JOB DESCRIPTION
The City of South Amboy is seeking a highly organized, detail-oriented and professional Confidential Secretary. This position provides high level administrative personnel and project support in a fast-paced municipal environment.

ESSENTIAL FUNCTIONS PERFORMED

- Providing direct administrative support, managing confidential personnel records
- Process workers' compensation, tort claims, maintains civil service records and filings
- Must have the necessary skills to take on multiple projects and meet deadlines; may take the lead on specific projects
- Performs varied complex secretarial and administrative clerical work
- Schedules and maintains calendars and appointments
- Manages office operations
- Prepares administrative correspondence memoranda and statements on behalf of the administrative office and/or Mayor
- Prepares meeting agendas, attends meetings and records minutes
- Greets and directs visitors
- Screens and routes incoming calls
- Orders office supplies and maintains office
- Assists in the formulation of policies and procedures
- Ability to prepare administrative correspondence, memoranda and statements
- Other duties as assigned

REQUIRED KNOWLEDGE & ABILITIES

- Office Suite (MS suite of options – PowerPoint, Excel, Word)
- Strong organizational, project management, and time management skills and experience
- Proactive self-starter with integrity, a strong work ethic, and sound judgment

- A positive attitude and commitment to working as a team player in a dynamic and fast-paced environment
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MINIMUM REQUIRED QUALIFICATIONS

- Four (4) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems/procedures
- Must satisfy employer paid physical, drug screen and criminal background check
- NJ residency required by N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Pursuant to Federal Law, proof of US Citizenship or immigration status will be required upon hire

Qualified applicants should send resume to:

140 North Broadway * South Amboy, NJ 08879 * ATTN: Administration

Or email kudelkak@southamboynj.gov