



## Town of Secaucus

Job Description

**JOB TITLE:** Prosecutor's Assistant (**Part Time**)

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**EXEMPT (Y/N):** No

**SALARY LEVEL:** \$17.00

**SHIFT:** **Tuesday – Thursday** 9:00 am – 4:00 pm

**DIVISION:** Municipal Court

**LOCATION:** Town Hall

**DEPARTMENT:** Admin/exec

**UNION AFFIL:** N/A

**SUPERVISOR:** Town Prosecutor

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**SUMMARY:** The Prosecutor's Assistant works under the direction of the Secaucus Municipal Prosecutor to provide administrative and clerical support. This role includes organizing and managing case files, drafting and managing extensive email communications, and assisting with the collection and distribution of discovery materials. ("Discovery refers to materials provided by the Prosecutor to attorneys and defendants, including police reports, videos, witness statements, and related documents.)

- The Assistant will access various law enforcement agency systems to obtain discovery materials, including requesting, downloading, uploading, and distributing such materials to attorneys and defendants, as directed by the Prosecutor.
- The Assistant is also responsible for operating the Zoom platform and assisting the Prosecutor with the case file organization and management during both virtual and in-person court sessions.
- The Assistant is required to always maintain strict confidentiality in all matters.
- On court days, the work is fast-paced and may be high-pressure, requiring strong organizational skills, adaptability, and the ability to multitask and meet strict deadlines.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma required or equivalent, some college a plus.
- Minimum two (2) years administrative clerical general business experience.
- Knowledge of the laws, ordinances, rules, regulations and procedures relating to the operation of a municipal court and court proceedings a plus.
- Experience with document redaction, records management, or file retention practices is a plus.
- Ability to understand and follow both written and verbal instructions, as well as applicable laws, regulations, and office procedures.
- Strong organization skills, accuracy, and attention to details.

- Ability to maintain strict confidentiality and exercise sound judgment.

**Working Hours:**

- Part-time hours, typically during regular municipal court operating hours. This position is only on court days, which are Tuesday to Thursday.
- Work is primarily performed in an office/courtroom setting.
- Will require occasional evening hours depending on court schedule.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to stand, walk and climb stairs, ladders. The employee must occasionally lift and/or move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Notice Requirement:** In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five (5) days prior to action by the Town of Secaucus to fill the vacancy. To apply, submit your resumes and application using the link: [Click Here to Apply](#). Applications must be submitted no later than 4:00 PM on Monday, May 11th, 2026.

***THE TOWN OF SECAUCUS IS AN EQUAL OPPORTUNITY EMPLOYER***

**Date of Posting:** May 5th, 2026