



# Borough of Morris Plains

531 Speedwell Avenue  
Morris Plains, NJ 07950  
Telephone: 973-538-2224

## Police Chief's Secretary – Full Time

The Borough of Morris Plains has an immediate opening for the Full Time position of Police Chief's Secretary. The role includes performing clerical work involving processing of documents, transferring information onto forms, letters, reports, and invoices. Edits, proofreads and performs spelling and grammar checks to ensure accuracy. Additional duties include responsibility for performing and coordinating administrative support services and accurate calculation and verification of police department bi-monthly payroll. As the position involves access to sensitive and confidential information, including active police investigations, the position demands exceptional judgement, appropriate discretion, and integrity. Given the scope of responsibility and confidential nature of the work, the position offers a salary range of \$30,000.00 to \$76,000.00 along with a comprehensive benefits package. Interested candidates should submit a cover letter and resume to Michael Koroski, Chief of Police, at [mkoroski@morrisplainsboro.org](mailto:mkoroski@morrisplainsboro.org) by Friday, April 10, 2026. Law Enforcement experience is preferred, but not required. The selected candidate will be required to successfully pass a background check as a condition of employment. The Borough of Morris Plains reserves the right to review resumes and conduct interviews as they are received. Submission of a resume does not guarantee an interview.

*The Borough of Morris Plains is an Equal Opportunity Employer*