

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 2025-39**

**AN ORDINANCE ADDING A NEW SECTION TO CHAPTER 4 OF THE BOROUGH CODE  
TITLED "ADMINISTRATIVE ASSISTANT" TO CREATE THE OFFICE OF  
"ADMINISTRATIVE ASSISTANT - POLICE OPERATIONS"**

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BE IT ORDAINED by the Mayor and Council of the Borough of Paramus, County of Bergen and State of New Jersey, as follows:

**Section 1.** Pursuant to N.J.S.A.40:48-1, 40:49-2 and 40A:9-165, the Mayor and Council of the Borough of Paramus hereby amend the Borough Code to add new Sections 4-6 through 4-9 to Chapter 4 to read as follows:

§ 4-6. Office Created:

The office of "Administrative Assistant - Police Operation" in and for the Borough of Paramus is hereby created, subject to the provisions of this chapter.

§ 4-7. Appointment.

The "Administrative Assistant - Police Operations" shall be appointed by the Mayor with the advice and consent of the Council.

§ 4-8. Duties.

A person who possesses the necessary ability for preparing, issuing, and tracking invoices for outside agencies and private entities, manage payroll and attendance for all police personnel, including overtime and extra-duty assignments, compile monthly financial and statistical reports for the Chief of Police and Borough Administration, oversee compliance with work zone regulations by construction and utility companies and facilitates coordination among projects to prevent scheduling or operational conflicts, and coordinate with other Borough departments when appropriate.

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The foregoing list is not exhaustive and the position may include other duties.

§ 4-9.            Compensation.

The Administrative Assistant - Police Operations shall receive such compensation as shall be fixed, from time to time, by the general salary ordinance of the Borough of Paramus.

**Section 2.**        REPEALER. All prior ordinances that are inconsistent with the ordinance are repealed.

**Section 3.**        EFFECTIVE DATE: This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:



Annemarie Krusznis, RMC/CMC  
Borough Clerk

Approved:



Christopher DiPiazza  
Mayor

Introduced: November 12, 2025

Final:            December 2, 2025