

JOB DESCRIPTION

TITLE: CONFIDENTIAL RECORDS CLERK

DEPARTMENT: POLICE

CLASSIFICATION:

STATUS: FULL TIME () PART TIME (X)

UPDATED: March 6, 2018

DESCRIPTION OF DUTIES

Under the direction of a supervisory officer;

- Accept, review and complete process of Firearms applications
- Process records for request of Discovery
- Review, process and complete Open Public Records Requests of the Department
- Does related work as required of position.

SKILLS, KNOWLEDGE AND ABILITIES

- Good communication skills
- Ability to understand and follow complex, oral and written directions.
- Ability to keep records and make reports
- Thorough knowledge of Township policy and procedures.

EDUCATION REQUIREMENTS

- Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- Must be the holder of a valid New Jersey driver's license.

SUPERVISION

Department Head
Township Administrator
Township Committee

PHYSICAL DEMANDS

- Ability to meet approved minimal physical and medical standards.