

**RESOLUTION 2018 - 110**

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE  
OF NEW JERSEY ADOPTING JOB DESCRIPTION, POLICE CONFIDENTIAL  
RECORDS CLERK**

**BE IT RESOLVED** by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Confidential Records Clerk is hereby adopted and made part of the existing Barnegat Township Job Descriptions

**CERTIFICATION**

I, Michele A. Rivers, Municipal Clerk of the Township of Barnegat, County of Ocean State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held, in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ 08005 on the 6<sup>th</sup> day of March, 2018

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Michele A. Rivers, RMC  
Municipal Clerk

## **JOB DESCRIPTION**

**TITLE:** CONFIDENTIAL RECORDS CLERK

**DEPARTMENT:** POLICE

**CLASSIFICATION:**

**STATUS:** FULL TIME ( ) PART TIME ( X )

**UPDATED:** March 6, 2018

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### **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.