

RESOLUTION 2025-343

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY AMENDING JOB DESCRIPTION, CONFIDENTIAL RECORDS CLERK FOR THE POLICE DEPARTMENT

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 for the Police Department is hereby adopted and replaces the existing Barnegat Township Job Description for “Confidential Records Clerk”

CERTIFICATION

I, Donna M. Manno, 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 on the 7th day of October 2025, in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ 08005

Donna M. Manno, RMC
Municipal Clerk

Job Description

TITLE: Confidential Records Clerk
DEPARTMENT: Police Department
REPORTS TO: Chief of Police
STATUS: FULL TIME () PART TIME ()
UPDATED: October 7, 2025

Position Summary

The Confidential Records Clerk is a critical administrative support role within the Police Department, responsible for managing sensitive information and ensuring compliance with state laws, township code, and departmental protocols. This position requires a high level of discretion, attention to detail, and the ability to handle confidential materials in a fast-paced environment. This job is a 40 per hour Full Time and a 28 hour per week Part Time position.

Essential Functions

- **Body Worn Camera Management** – Manage, preserve, and maintain body-worn camera (BWC) recordings in accordance with state laws, Attorney General directives, and departmental guidelines.
 - **Records Processing & Requests** – Process and prepare responses to Open Public Records Act (OPRA) requests, legal discovery, and interagency requests in accordance with departmental protocol.
 - **Records Retrieval & Distribution** – Retrieve, review, redact, and distribute records requests accurately and in a timely manner.
 - **Legal & Code Familiarity** – Maintain working knowledge of township code, state statutes, and departmental regulations, and provide clear explanations to staff, outside agencies, and the public when necessary.
 - **Division Support** – Assist departmental divisions with processing reports, records, and administrative requests to ensure smooth operations.
 - **Public Interaction** – Handle in-person requests, answer inquiries, and provide customer service in a professional and courteous manner.
 - **Administrative Support** – Maintain organized files, manage call volume, and perform other administrative duties as assigned by the Chief of Police.
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Minimum Qualifications

- Knowledge of state public records laws (including OPRA) and evidence management practices.
 - Experience with records management systems and/or digital evidence platforms.
 - Excellent written and verbal communication skills.
 - Strong organizational skills with the ability to manage multiple tasks under deadlines.
 - High level of integrity and ability to maintain confidentiality at all times.
 - Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.
 - Must be a holder of a valid New Jersey driver's license.
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Preferred Qualifications

- Prior experience working in a law enforcement, legal, or government agency setting.
 - Familiarity with police records management software, digital evidence systems, and redaction tools.
 - Working knowledge of New Jersey Attorney General guidelines and directives.
 - Demonstrate ability to interpret and apply state law, municipal code, and departmental policy.
 - Graduation from a standard high school or vocational school or equivalent combination of training, experience and education.
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Working Conditions

- Position is performed primarily in an office setting within the Police Department.
- Regular interaction with members of the public, department staff, outside agencies, and legal representatives.
- May involve periods of high call volume and multiple simultaneous deadlines.
- Must be able to maintain composure and professionalism when handling sensitive or confidential information.

