

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 35 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.