



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

INTERNAL JOB POSTING

POSITION: Police Records Clerk
POSTING DATE: 12/9/2024
CLOSING DATE: 12/15/2024 @ 5:00 pm (EST)
JOB TYPE: Full-Time
REPORTS TO: Records Bureau Supervisor
UNION AFFILIATION: BMEA
SALARY GRADE & RANGE: Grade A; \$32,081.75-\$52,671.76

The Bridgewater Township Police Department is seeking a highly organized and detailed-oriented individual to fulfill the full-time role as a police clerk. This role encompasses a range of essential tasks crucial for the smooth operation of our office. The individual in this position will serve as a versatile team member, undergoing cross-training across various roles within the organization.

Key responsibilities include, but are not limited to:

- Receiving and processing documents with precision and attention to detail.
 - Managing correspondences and maintaining filing system
 - Ensuring proper records retention in compliance with organizational policies and regulations.
 - Performing general office duties such as answering phone calls, copying and scanning documents.
 - Customer service, which includes interacting with the public, as well as with law enforcement personnel, and other agencies, in a professional and courteous manner, both in person and over the phone.
 - Process Temporary Handicap Permit Applications.
 - Process towing fee checks, document, and forward to Finance.
 - Process all requests for Civil and Family Court Discovery.
 - Cross train on Municipal Court Discovery and assist Discovery Clerk during Court Sessions.
 - Cross train on OPRA (Open Public Records Act).
 - Purge police records that are eligible for destruction.
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QUALIFICATIONS

The ideal candidate will possess strong communication skills, be proficient in multitasking, and exhibit a proactive approach to problem-solving. Prior experience in clerical or administrative roles is preferred. **Must be a current Bridgewater employee.**

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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HOW TO APPLY

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 12/15/2024. Please put "Police Records Clerk" in the subject line of the email.** The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

AN EQUAL OPPORTUNITY EMPLOYER