

## **Police Data Information Coordinator**

**Principal**

**Annual Salary \$42,000**

**Interested candidates can submit their application and resume to the Edison HR Dept., 100 Municipal Blvd. Edison NJ 08817 on or before July 5, 2017.**

Under direction, performs routine clerical work involved in processing and maintaining personnel and attendance records; does other related duties.

**Note:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **Examples of Work:**

Performs a variety of clerical tasks involved with processing forms, maintaining personnel records, and compiling data for reports.

Answers routine inquiries concerning present regulations, procedures and programs available to employees.

Completes and checks forms to ensure conformity to established procedures.

Types documents from varied forms of copy.

Contacts individuals to obtain missing data or documents.

Checks documents for authorized signatures and for conformance to applicable regulations and procedures.

Corrects errors on same of a limited complexity requiring knowledge of personnel policy and procedures.

Establishes and maintains essential records and files.

Processes all types of personnel transactions except those of an unusually complicated or difficult nature.

Computes overtime, emergency rates, and leaves of absence requiring the interpretation and application of relevant rules and regulations.

Receives regular and supplemental paychecks from Centralized Payroll and handles distribution.

Works with and advises department employees as required.

Handles special requests for information in accordance with prescribed rules and regulations.

As required, assists in the planning and revision of policies and procedures.

Compiles statistical and other data and creates reports.

Assists uniformed staff in the development of new and revised personnel and/or payroll policies and procedures.

Receives, reviews, and adjusts complaints.

**Requirements:**

One (1) year as Principal Police Records Processing Clerk and certified, successful completion of a management course as approved by the Human Resources office. Upon verification of requirements, promotion will become effective the following July 1.

For Principal: Two (2) years as Police Data Information Coordinator and certified, successful completion of an additional management course as approved by the Human Resources office. Upon verification of requirements, promotion will become effective the following July 1.

**Knowledge and Abilities:**

Knowledge of office methods, practices, and equipment.

Knowledge of rules, regulations, procedures, and policies involving a wide variety of personnel transactions.

Ability to comprehend established office routine and rules and regulations of a limited complexity.

Ability to maintain essential records and files.

Knowledge of the common book of accounts and of the procedures used in keeping financial records and in checking financial documents.

Ability to comprehend, interpret, and apply rules and regulations in accordance with established procedures and policies of the unit.

Ability to accurately prepare detailed, technical, and confidential reports.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make arithmetic calculations quickly and accurately by hand or machine.

Ability to understand and carry out prescribed procedures quickly from oral and written explanation.

Ability to effectively convey information to department employees.

Ability to use varied office machines including adding machines, calculating machines, and photostatic copying machines.

Ability to exercise independent judgment in selecting the most appropriate guide for taking a particular course of action.

Ability to give information courteously and to secure the cooperation of others in adhering to established regulations, procedures, and policies.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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