

**Police Projects Clerk
Annual Salary \$34,000**

Interested applicants can submit their resume and employment application to the Twp of Edison HR Dept 100 Municipal Blvd, Edison NJ 08817 on or before April 30, 2018.

Under direction, performs repetitive clerical work of a varied nature, involving moderate to complex duties and projects; may perform periodic, light physical labor; does related work as required.

Note: The 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 be listed.

Examples of Work:

Organizes assigned clerical work and develops effective work methods.

Prepares logs and various statistical records.

May coordinate leave requests and records.

May input information into specialized data bases.

Handles routine correspondence.

Accesses information.

Operates varied types of office machines and equipment.

Refers errors to superiors.

Maintains records and files.

Requirements:

For Police Projects Clerk – one (1) year as Principal Clerk Typist or equivalent experience and certified, successful completion of Microsoft Office Modules: Word, Excel and Outlook and “Introduction to Purchasing” class offered through the NJ State DCA.

For Senior – one (1) year as Police Projects Clerk and certified, successful completion of eighteen (18) hours of job related Career Building classes as approved by the Human Resources office. Upon verification of requirements, promotion will take effect the following July 1.

For Principal – one (1) year as Senior Police Projects Clerk and certified, successful completion of an additional eighteen (18) hours of job related Career Building classes as approved by the Human Resources office.

Knowledge and Abilities:

Knowledge of office practices, techniques and equipment.

Ability to handles routine correspondence.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or 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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