

## **Police Records Processing Clerk**

**Annual Salary \$31,000**

**Interested candidates can submit their resume and completed employment application to the Township of Edison HR Dept. 100 Municipal Blvd. Edison, NJ 08817 on or before August 23, 2017**

Under direction, performs responsible and varied clerical work of moderate complexity involving the processing and keeping of varied police records; 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:**

Files confidential police records.

Organizes assigned clerical work and develops effective work methods.

Handles routine correspondence.

Accesses information.

Operates varied types of office machines and equipment.

Refers errors to superiors.

Maintains records and files.

### **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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