

BOROUGH OF OCEANPORT

Michael P. Kelly
Chief of Police

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POLICE DEPARTMENT

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Records

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EMPLOYEMENT NOTICE-POLICE RECORDS AND ADMINISTRATIVE CLERK

The Borough of Oceanport is accepting applications for Police Records and Administrative Clerk. This is a full-time position with benefits package. This position provides administrative support for the Oceanport Police Department, provides a wide variety of record-keeping and clerical tasks, conducts extensive data entry and retrieval, and requires a high level of responsibility. Candidate should have computer proficiency, the ability to multi-task, excellent written and verbal skills, the ability to receive directions and act upon them efficiently and effectively, and the ability to work cooperatively with employees and the public. Good interpersonal and customer relation skills, excellent communication, and organizational skills necessary as well as being proficient with Microsoft Word.

All applicants will be subjected to a comprehensive background check.

Full-time position with health benefits package, paid vacation time and personal time. Starting salary \$42,640.00 to \$50,960.00, commensurate with experience.

Job duties and responsibilities include, but are not limited to:

- Coordinates indexing, filing, tabulating, and recording of criminal and non-criminal reports, electronic and written.
- Maintains a central records system relating to the miscellaneous law enforcement and criminal type reports and data.
- Compiles and maintains crime statistics in accordance with the Federal Bureau of Investigations Uniform Crime Reporting Procedures.
- Prepares records for Court; fulfills OPRA, Discovery (continued discovery) to include Body Worn Camera (BWC) recording requests, and records checks
- Prepares public records requests and Handicapped permits.
- Reconciles daily police reports and motor vehicle crash reports.
- Collates daily/monthly/annual reports for Command Staff and Administrative Unit.
- Maintains Discovery Request file.
- Completes Expungements derived from court orders and statutory requirements.
- Maintains daily/monthly/annual performance data.
- Liaison to the Borough Prosecutor.
- Assists Command Staff and Administrative Supervisors with general clerical functions.
- Conducts training as assigned.
- Maintain Alcotest Documents, Officer Certifications, Radar units & vehicle calibration certifications:
- Help manage records window and assist public
- Manages non-emergency calls from the public and designates incoming calls to specified department bureaus.

Required Skills and Knowledge:

- Good knowledge of general office terminology and procedures, including their application to computer technology.
- Computer skills required.
- Ability to make minor decisions in accordance with laws, ordinances, regulations, and established policies.
- Good typing skills, including a high degree of accuracy.
- Ability to deal with the public utilizing good judgement, tact, and courtesy.
- Ability to organize numeric data from a variety of sources.
- Ability to receive directions and act upon them efficiently and effectively.
- A combination of skills, abilities and required knowledge that provides the proper training and experience for the position.

Desired Skills and Knowledge:

- Experience in Police Department functions and/or clerical functions
- Preferred experience with Uniform Crime Reporting (UCR); Expungements; and police records management systems.
- High School Diploma or GED.

Physical Requirements:

- Ability to hear, speak and write clearly.
- Ability to work at computer keyboard and/or typewriter for a minimum of six (6) hours per day.
- Ability to file documents in all levels of file cabinets.
- Willing to learn and develop additional computer skills.

Additional Requirements:

- Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted.
- Must have a valid NJ Driver's License.
- Must pass a thorough Background Investigation and complete a Personal History Statement which will serve as the basis for an extensive background investigation and reference check.
- Willing to attend training courses and in service training sessions related to work as required or directed.
- Agreement to adhere to Police Department Rules and Regulations.
- Confidentiality of Department business and information regarding all police activities is a basic rule that will be strictly enforced.

Interested applicants are requested to log onto the Borough of Oceanport Website at oceanportboro.com and click on the dropdown box on the Government tab and click on Applications/forms for the employment application and employment background check release form.

Completed applications and release forms must be forwarded to the Oceanport Police Department at the following email: admin@oceanportpolice.org

[Deadline to submit applications and release forms is Friday October 30th, 2022](#)

The Borough of Oceanport is an Equal Opportunity Employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, or sexual orientation. The Borough of Oceanport maintains a drug free work environment.
