

TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728
Toms River, NJ 08754
732-341-1000



DEPARTMENT OF HUMAN RESOURCES
33 Washington Street
Toms River, New Jersey 08754

Telephone: 732-341-1000, ext. 8262
Fax Number: 732-244-9883

December 21, 2016

Open to the Public
(Due date: 4:30 pm.- Tuesday, January 3rd, 2017)

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: POLICE Records ATTENDANT – Part Time

This is to advise that the position of Part Time Police Records Attendant – is now available in the Police Department. The Job Description and Qualifications are as follows:

JOB DESCRIPTION: Part Time – POLICE Records ATTENDANT

NOTE: The definitions 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.

QUALIFICATIONS

- Knowledge of computer systems, operations, and applications.
- Ability to create, use and maintain Social Media Platforms
- Working knowledge of graphic arts for website design and maintenance.
- Ability to maintain records & files.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.
- Ability to understand, remember and carry out oral and written directions.
- Ability to learn assigned tasks readily and adhere to prescribed routines.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

- High school diploma or equivalent.
- Ability to make arithmetic calculations and tabulations.
- Knowledge of office methods, practices, routines, machines, equipment, and of the internal organization after a period of training.
- Willing to, and eligible to, be bonded by surety company.
- Persons with mental or physical disabilities are eligible as long as they fully disclose their limitation to the Township and they can perform essential functions of the job with reasonable accommodation. Such persons are not eligible if a reasonable accommodation cannot be made without undue hardship to the Township, or if the individual cannot perform the job without posing serious threat of injury to the health and safety of the individual himself/herself, other employees, or the public.

SPECIFICATIONS

- Ability to receive, receipt, disburse, and resolve monetary transactions accurately.
- Responsible for maintaining, documenting, retrieving, and releasing police reports and any other documents or permits as required.
- Must adhere to rules of confidentiality pursuant to federal, state, and local laws.
- Prepares and maintains all necessary departmental forms for distribution as required.
- Composes and types correspondence.
- Computer knowledge.
- Prepares and processes documents, which may include requisitions, bills, receipts, permits, licenses, and any other documents which are kept in the normal course of business.
- Addresses and mails department correspondence.
- Operates numbering, time, stamping, & dating machines.
- Hand stamps letters, papers, & other documents, & sorts & files cards, letters, forms and other documents.
- Extensive telephone and customer service interaction.
- Takes messages accurately.
- Assists in locating and compiling data for reports.
- Compiles and tabulates numerical data.
- Maintains essential records and files.
- Performs other assignments at the discretion of the employee's supervisor on an as needed basis.
- Performs other duties and responsibilities assigned by the Chief of Police or their designee

- Willing to work shifts as assigned.

EXAMPLES OF WORK

- Copy and disseminate daily police documents as needed, either electronically or hard copy.
- Collect information and process expungements.
- Responding to discovery and OPRA requests.
- Maintains certification files of police officers and equipment.
- Coding and data entry into SPILLMAN.

Under the provisions of the existing Toms River Professionals Association contract regarding white-collar positions, the employer agrees to review applications for promotions or transfers from present employees prior to reviewing applications from other than Township employees. Department Heads are directed to notify their respective employees of this opening and applications are to be filed with the Department of Human Resources no later than 4:30 pm, Tuesday, January 3rd, 2017.

Position:	Part Time
Account:	P45-101
Salary:	\$15.39

Applications must be filed no later than 4:30 pm, Tuesday, January 3rd, 2017 with the Department of Human Resources, 33 Washington Street, Toms River, New Jersey, 08753.
