



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

Title of Position: Account Clerk

Reports To: Administration Lieutenant

Responsibilities and Duties

1. Works with the Accreditation Manager to complete assigned tasks for the accreditation process.
2. Must have extensive knowledge involving various compilations of accreditation requirements.
3. Researches and prepares documentation procedures and protocols.
4. Liaison between Township Police Department and other agencies.
5. Knowledge of the New Jersey State Chief's Association accreditation process/procedure.
6. Knowledge of accreditation assessment procedure.
7. Perform other duties as assigned.
8. Knowledge of NCIC and CJIS
9. Knowledge of Microsoft Word, Excel and Powerpoint.
10. Knowledge of QED Computer Aided Dispatch and Records Management Systems
11. Knowledge of Police Budget and Purchasing Procedures
12. Knowledge of methods of operating the communications systems, radios, computers, alarms, and telephones, radio and telecommunications procedures.
13. Knowledge of communications radios, paging, fire and EMS consoles
14. All policies and procedures for dispatching Police, Fire and EMS Units.

Union: BMEA

Grade: C

Salary: \$29,834.26 - \$49,472.82

Work Hours: Full Time - Day Shift (hours to be determined)

It interested, please fill out an application available on our website at www.bridgewaternj.gov, under "Employment Opportunities" with a resume and email to: www.personnel@bridgewaternj.gov.

Posting Date: 9/15/2015

Closing Date: 9/24/2015

An EEO Employer M/F/H/V