



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

POSITION: ACCOUNT CLERK
POSTING DATE: 05/15/2019
CLOSING DATE: 05/31/2019 at 5:00 pm (Eastern)
JOB TYPE: Full-time
REPORTS TO: Administration Lieutenant
UNION: Bridgewater Municipal Employees Association (BMEA)
SALARY GRADE: C
SALARY RANGE: Minimum: \$32,619.80 / Maximum: \$53,550.98
WORK HOURS: Monday through Friday, 8:30 AM – 4:00 PM

RESPONSIBILITIES AND DUTIES

- Work with the Accreditation Manager to complete assigned tasks for the accreditation process.
- Research and prepare documentation procedures and protocols.
- Liaison between the Township Police Department and other agencies.
- Perform other duties as assigned.

QUALIFICATIONS

- Must have extensive knowledge involving various compilations of accreditation requirements
- Knowledge of the New Jersey State Chief's Association accreditation process/procedure
- Knowledge of accreditation assessment procedure
- Knowledge of NCIS and CJIS
- Knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of QED Computer Aided Dispatch and Records Management Systems
- Knowledge of police budget and purchasing procedures
- Must possess solid interpersonal skills, along with strong communication skills both orally and in writing, with an attention to detail
- Must be able to multi-task, adapt to change and possess good time management skills

SUPPLEMENTAL INFORMATION

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at www.bridgewaternj.gov/employment-opportunities/.

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 05/31/2019**. Please put "ACCOUNT CLERK POSITION" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER