



THE TOWNSHIP OF BRIDGEWATER

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

INTERNAL JOB POSTING

POSITION:	Fire Safety Clerk/Assistant OPRA Specialist
POSTING DATE:	1/12/2023
CLOSING DATE:	1/19/2023 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Project Manager, Municipal Services
UNION AFFILIATION:	None
SALARY RANGE:	Grade F (Minimum: \$36,540.50 / Maximum \$57,205.56)
WORK HOURS:	9:00 AM – 5:00 PM, Monday – Friday

RESPONSIBILITIES AND DUTIES

Under the supervision of the Project Manager, Department of Municipal Services, provides a variety of services for the general public in one or more functional areas. Prepares and maintains reports, narratives, records and files for Fire Official and, reviews plans and permits for completeness before submittal to Fire Official for final approval. Schedules inspections as necessary. Prepares daily and monthly transmittal reports and reconciles with the Finance Department. Assists in researching and responding to Open Public Records Act (OPRA) requests on behalf of Municipal Services Department. Tracks OPRA documents and responses to ensure compliance in accordance with legal timeframe. Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Must be a current Bridgewater Township employee
 - One (1) year of experience in office/administrative/clerical setting
 - Ability to establish and maintain effective working relationships with internal and external customers
 - Strong communication skills.
 - Strong computer skills.
 - Ability to multitask in a busy environment.
 - Experience with SDL is strongly preferred.
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SUPPLEMENTAL INFORMATION

- **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.
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HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on 1/19/2023. Please put "Fire Safety Clerk and Assistant OPRA Specialist" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER