



# THE TOWNSHIP OF BRIDGEWATER

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

## JOB POSTING

<b>POSITION:</b>	Records Clerk- Part-time
<b>POSTING DATE:</b>	4/24/2024
<b>CLOSING DATE:</b>	5/26/2024 @ 5:00 pm (EST)
<b>JOB TYPE:</b>	Part-Time
<b>REPORTS TO:</b>	Records Bureau Supervisor
<b>UNION AFFILIATION:</b>	None
<b>SALARY GRADE &amp; RANGE:</b>	\$25/hour

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The Bridgewater Township Police Department is seeking a highly organized and detailed-oriented individual to fulfill the part-time roll as a police clerk within our organization. This role encompasses a range of essential tasks crucial for the smooth operation of our office. The individual in this position will serve as a versatile team member, undergoing cross-training across various roles within the organization.

Key responsibilities include, but are not limited to:

- Receiving and processing documents with precision and attention to detail.
- Managing correspondences and maintaining filing system
- Ensuring proper records retention in compliance with organizational policies and regulations.
- Performing general office duties such as answering phone calls, copying and scanning documents.
- Interacting with the public in a professional manner.
- Customer Service skills; Interact with the public, law enforcement personnel, and other agencies in a professional and courteous manner, both in person and over the phone.
- Demonstrating a willingness to learn and adapt to various administrative processes, including but not limited to OPRA (Open Public Records Act), Discovery/ Court procedures, NIBRS (National Incident- Based Reporting System and Body Worn Camera redaction.

This position is part-time with the possibility of becoming a full-time job in the Fall of 2024, which would include paid holidays, time off, sick time, healthcare benefits and enrollment in the NJ Public Employees Retirement System.

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## QUALIFICATIONS

The ideal candidate will possess strong communication skills, be proficient in multitasking, and exhibit a proactive approach to problem-solving. Prior experience in clerical or administrative roles is 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

To apply, submit a resume and fully completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), **no later than 5:00 pm on 5/26/2024. Please put "Record Clerk- Part-time" in the subject line of the email.** The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable\\_Bridgewater-Township-Employee-Application\\_2023.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf)

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