

Borough of Oaklyn- Oaklyn Police Department has started the hiring process for a Police Clerk. Applications can be obtained from the Police Department or Borough Office. All applications must be received by the end of business Friday, May 20, 2022. This position has a wide variety of record keeping and clerical tasks within the Police Department. This position requires the upmost confidentiality business.

Job Type: 35 hours a week (8 hour days) / Monday through Friday / Benefits after 90 days.

Physical Requirements:

- Ability to hear, speak and write clearly.
- Ability to work at computer keyboard and/or typewriter for a minimum of four (4) hours per day.
- Ability to file documents in all levels of filing cabinets.
- Willingness to learn and develop additional computer skills.

Requirements:

- Must possess a valid New Jersey drivers license.
- High school graduate or equivalent (GED).
- Ability to pass a background check.
- Agreement to adhere to the Oaklyn Police Department Rules and Regulations.
- Confidentiality of the Oaklyn Police Department business and information regarding all police activities is a basic rule that will be strictly enforced.

Job Duties and Responsibilities include but are not limited to:

- Answering telephone and assisting the public inside the police station.
- Coordinating indexing, filing, tabulating, and recording of criminal and non-criminal reports, electronic and written.
- Maintain a central records system relating to the miscellaneous law enforcement and criminal type reports and data not maintained elsewhere.
- Compile and maintain crime statistics in accordance with regulations set forth by the FBI Uniform Crime Reporting Procedures or State of New Jersey.
- Prepares records for court; fulfills OPRA, Discovery requests to include MVR & BWC recording requests, and records checks.
- Prepares Handicapped permits.
- Reconciles daily police reports.
- Maintains daily, monthly, and annual data.
- Assists officers and administration with general clerical functions.

Required Skills include but are not limited to:

- Good knowledge of general officer procedures and application to computer technology.
- Ability to make decisions in accordance with laws, ordinances, regulations, and established policies.
- Ability to deal with the public and utilizing good judgement, tact, and courtesy.
- Ability to receive directions and act upon them efficiently and effectively.

The Borough of Oaklyn is an Equal Opportunity Employer