



## FLORENCE TOWNSHIP POLICE DEPARTMENT

### JOB ANNOUNCEMENT

Applications are now being accepted for **POLICE RECORDS CLERK – FULL TIME**

You can be an important member of a successful team of individuals committed to the safety of the members and visitors to our community. The police records clerk is the face of the police department and works 40 hours a week, Monday through Friday 8:00 am – 4:30 pm.

#### **Job description:**

Including but not limited to:

- Answering and forwarding phone calls
- Organizing and scanning cases
- Fulfilling discovery and OPRA requests
- Issuing boat ramp permits
- Handling walk in requests for information
- Data entry

#### **Education, Training and Experience**

Required:

- Must have a High School Diploma or equivalent. **Or** Any combination of education and experience equivalent to graduation from high school.
- Must be 18 years of age or older.
- Must be a U.S. citizen and a Florence resident.
- Must have a valid New Jersey Driver's License
- Must successfully pass a thorough criminal history and background check.

#### **Training and equipment will be provided:**

- Must successfully pass on the job training requirements.
- Must successfully pass a 90-day probation period.
- The police records clerk will be paid for this training.

#### **BENEFITS:**

- Paid time off: Vacation/Personal/Birthday or Anniversary
- 15 paid holidays
- Paid training
- Healthcare/vision care/dental care
- Starting Salary \$19.89/hr. (Contractual Salary Increases)

#### **Application:**

Follow the below link for an application:

[Application For Employment \(florence-nj.gov\)](https://www.florence-nj.gov)

Applications can be submitted to the Florence Township Police Department, 711 Broad Street Florence, New Jersey 08518 between the hours of 8:00 a.m. and 4:30 p.m. Monday, Tuesday, Thursday and Friday, 8:00 a.m. to 8:00 p.m. on Wednesday and 8:00 a.m. to 1:00 p.m. on Saturday.

#### **Deadline for submission:**

- Monday, August 14, 2023 by 4:00pm