
Borough Attorney /s/Robert L. Tarver, Jr.

**BOROUGH OF PENNS GROVE
SALEM COUNTY, NEW JERSEY**

RESOLUTION NO. 2022-1-25

**A RESOLUTION APPROVING THE JOB DESCRIPTION
FOR POLICE DIVISION SENIOR OFFICE ADMINISTRATOR**

WHEREAS, it is necessary to create and/or update the job description for the following job title: Senior Office Administrator; and

WHEREAS, the attached job description has been reviewed and adequately covers the scope and duties for Senior Office Administrator for the Borough of Penns Grove; and

WHEREAS, the Administrator is authorized to update these job descriptions as needed, to reflect new tasks, responsibilities and skills that are required of the job title mentioned above in the future.

NOW, THEREFORE, BE IT RESOLVED, on this _____ day of _____ 2022, by the Borough Council of the Borough of Penns Grove, County of Salem, State of New Jersey that this job description be and is hereby approved.

Council	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
Carter						
Giordano						
Martin						
Mincey						
Rambo						
Worley						

Attest:

LaDaena D. Thomas, Mayor

Sharon R. Williams, Municipal Clerk

CERTIFICATION

I certify, by signing and affixing the Government Seal, that the foregoing is a true copy of a Resolution adopted by the Mayor and Council of the Borough of Penns Grove, in the County of Salem, at a regular meeting thereof held on the 18th day of January 2022.

Sharon R. Williams, Municipal Clerk

PENNS GROVE POLICE DEPARTMENT SENIOR OFFICE ADMINISTRATOR.

GENERAL REQUIREMENTS AND RESPONSIBILITIES:

1. Perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas.
2. Enter, maintain, and retrieve data, reports, and information into and from a variety of automated law enforcement records systems; enter police reports and citations including names, vehicle information charges, property, dispositions, and classification of charges.
3. Process new warrants, process warrant recalls by the court, and clear served warrants.
4. Process court subpoenas; enter data into subpoenas database; distribute for service; clear after service; return documents to court.
5. Photocopy and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the County Prosecutor's Office for prosecution.
6. Assist, provide information, and respond to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; forward calls to appropriate personnel; take and provide phone messages; respond to public inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.
7. Release vehicles to registered owners, legal owners, and the victims of stolen vehicles.
8. Collect fees for copies of reports, records checks, and other matters; prepare and issue receipts; maintain appropriate ledgers and balance register.

9. Assist with police file and record management including their destruction and transformation to micro- imaging; scan reports, citations, and photographs into the laserfiche or other documentary saving system; assist in the implementation of file record management systems and programs.

10. Type correspondence, reports, forms, and other confidential and specialized documents as necessary.

11. Compile and total public safety statistics; conduct comparative statistical analysis of computer generated reports to ensure accuracy of information; prepare state and federal mandated reports.

12. Receive calls for service from individual at the lobby; enter calls for service and route to dispatch in order for an officer to respond to take report.

13. Perform general clerical duties including typing, distributing mail, and filing.

14. Create and maintain temporary handicap parking plaques for New Jersey Motor Vehicle Commission.

15. Perform related duties as required.

MUST BE PROFICIENT IN:

- Organization and time management
- Video retrieval, redaction and retention.
- Garden State Network programs
- Procurement processing
- Enforsys Records Management System
- National Incident-Based Reporting System (NIBRS) data entry and analysis
- Uniform Crime Report (UCR) data entry and report query
- Expungement process
- Officer scheduling program
- Carfax for Police fulfillment
- Full knowledge MS Office 365 Administration, Microsoft Office 365 programs: Outlook, Word, excel, Teams, Notebook, etc.
- Organization and maintenance of sensitive files and information.
- Open Public Records Act (OPRA) and Common Law requests for access.
- Basic accounting and electronic spreadsheet skills.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Education/Training:

- Graduation from high school or possession of an approved high school equivalent certificate, preferably with a background in commercial courses. Experience:
- Three years of responsible clerical work experience comparable to a Police Records Clerk with the Borough of Penns Grove.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

- Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions.

Physical:

- Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

- See in the normal visual range with or without correction.

Hearing:

- Hear in the normal audio range with or without correction.