

Borough of Lodi - Job Opening Announcement

Job Title:	Records Support Technician 1	Position :	Full-Time
Department:	Police Department	Shift:	Full-Time Business Hours
Date Posted:	June 25, 2020	Salary:	\$38,000 - \$42,500
Post Expires:	When Position is Filled	Travel Required:	N/A

Resumes Accepted By:

DIGITAL SUBMISSION:

[EMPLOYMENT APPLICATION](#)

**APPLICANTS WILL BE SUBJECT TO A
BACKGROUND CHECK**

Job Description

ROLE AND RESPONSIBILITIES

Under close supervision, performs routine, repetitive clerical work involving the processing and filing of records. Perform specialized clerical work involving the obtaining, receiving, disseminating, filing, maintaining and releasing of criminal and other law enforcement records.

EXPERIENCE AND LICENSE REQUIREMENTS

- Applicants will be required to demonstrate proficiency in keyboarding or typing

REQUIRED SKILLS AND ABILITIES [INCLUDING BUT NOT LIMITED TO]

- Knowledge of office methods, procedures, policies, guidelines and equipment used to check, sort, index, store and file records after a period of training
- Ability to work effectively with associates, superior officials, and members of the public
- Ability to check, sort, file and obtain documents
- Ability to organize work and develop effective work methods
- Ability to maintain confidentiality
- Ability to prepare reports