

Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

July 17, 2019

TO: All Interested Parties

FROM: Human Resources

SUBJECT: Available Position – Digital Data Analyst/ Records Section Clerk (Unclassified)

The City of Englewood is currently looking to hire a Digital Data Analyst/Records Section Clerk for the Police Department. This position requires technical as well as administrative skills.

This is a full-time, permanent, unclassified position. Hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. Benefits include, but are not limited to:

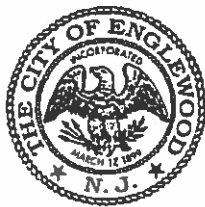
- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

The salary is \$45,000 to \$55,000 per year dependent upon qualifications.

Anyone who is interested in applying for this position should contact this office in writing.

A complete job description is hereto attached.

cc: Chief L. Suffern, Police Dept.



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DIGITAL DATA ANALYST / RECORDS SECTION CLERK POLICE DEPARTMENT

DEFINITION

Under direction of Chief of Police or his/her designee, performs technical, administrative, and clerical duties requiring independent judgment and involving frequent decisions in accordance with departmental policies and procedures; performs related duties as required.

EXAMPLES OF WORK

- Prepares technical and administrative correspondence, memoranda and documents.
- Makes decisions requiring thorough knowledge of the organization, police procedure case law, and other relevant laws, guidelines and other directives.
- Manages directly or indirectly, the establishment and maintenance of Record Sub-unit documentation and files.
- Gives out information pertaining to established procedure and policy; schedules appointments, transmits administrative decisions and refers questions to appropriate personnel.
- Gathers materials from a variety of sources for articles or reports and compiles same.
- Filing of department documents
- Maintain the Mobile Video Recorder (MVR) system, audio files, other video files and other related files as it pertains to discovery, OPRA, and other case related tasks.
- Prepare and compile OPRA related material
- Compiles documents and reports related to Uniform Crime Reports
- Facilitates computer lookups (firearms, backgrounds, city applicants, etc)

DIGITAL DATA ANALYST/RECORDS SECTION CLERK
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- Assists with firearm permitting
- Assists with expungement processing
- Assists with other clerical responsibilities in the Records Sub-Unit
- Assists at the records window as needed
- Assists with other miscellaneous projects as required

QUALIFICATIONS

Education, Experience and Licenses

- Substantial experience in a law enforcement agency, preferred.
- College Degree preferred.

Knowledge, Skills and Abilities

- Knowledge of compliance in the establishment and maintenance of records and files.
- Must have a background in computers, P.C.s. and audio visual equipment.
- Knowledge of the problems involved in the formulation of effective policies and procedures for police related operations.
- Ability to organize assigned work and develop effective work methods.
- Ability to prepare and supervise the preparation of suitable reports and to supervise the establishment and maintenance of suitable records and files.
- Ability to work well with others