



Englewood

Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

CAREER OPPORTUNITY

DATE: June 25, 2025

TO: All City of Englewood Employees & External Applicants (subsequently)

FROM: Human Resources *(Signature)*

SUBJECT: Available Position - **Firearms Application Investigator PT- (Unclassified)**

There are two (2) positions available in the Police Department Records Bureau for Firearms Application Investigator (Unclassified). This is a part-time position subject to a maximum of 24 hours per week.

Compensation: The hourly salary is \$35.00.

Benefits: This position is not eligible for State Health Benefits
Defined Contributed Retirement Program (based on eligibility)
Paid Time-Off in accordance to NJ Earned Sick Leave Law (ESL)

Schedule: This position offers flexible scheduling based on City needs;
Maximum of 24 hours per week.

How to Apply: Please submit your resume to
City of Englewood
Department of Human Resources
2-10 N. Van Brunt Street
Englewood, NJ 07631

Email: hr@cityofenglewood.org
Subject: Firearms Application Investigator - Part-Time

A complete job description is hereto attached.

POST: June 25, 2025

REMOVE: Will Remain Posted Until Filled

The City reserves the right to interview applicants and to hire while this position is still active.
AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER

cc: R. S. Hoffmann, City Manager
T. Greeley, Chief of Police



Englewood

POLICE DEPARTMENT

RECORDS BUREAU - PART-TIME FIREARMS APPLICATION INVESTIGATOR

JOB SUMMARY

Under the direction of the Police Department Records Bureau Supervisor, Chief of Police, or designee, the part-time Records Bureau Firearms Application Investigator is responsible for handling clerical and administrative tasks associated with processing firearms applications submitted to the Englewood Police Department. The successful candidate must possess strong organizational and communication skills, and the ability to maintain confidentiality, prioritize tasks, and work efficiently. This part-time position will be limited to no more than 24 hours per week (48 hours per pay period).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The examples of work for this title are representative. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

- Firearms Applications
 - Conduct thorough background investigations to determine an applicant's suitability to safely possess a firearm. Receive, process, and retain accurate records of firearms municipal administrative payments in accordance with City policy and procedure.
- Interaction with the General Public.
 - Responsible for providing courteous, professional customer service, accurate information, direction, or reports to the general public at the Records Bureau lobby window and/or by telephone, fax, or email.
- Outside Agency Records Requests
 - Fulfill records requests from outside agencies for background investigations, criminal investigations, security clearance investigations, etc.
- Other clerical and administrative duties related to the Records Bureau firearms application responsibilities.

Any other administrative assignments as directed by the Records Bureau Supervisor, Chief of Police, or designee

QUALIFICATIONS

- Must be a U.S. citizen able to provide documents that establish both identity and employment authorization; must be at least 21 years of age.
- High school diploma or equivalent; Associate or Bachelor's Degree preferred.

**RECORDS BUREAU - PART-TIME FIREARMS APPLICATION INVESTIGATOR
POLICE DEPARTMENT**

KNOWLEDGE, SKILLS AND ABILITIES

- Prior knowledge and experience utilizing the New Jersey State Police Firearms Application & Registration System and Concealed Carry Permits portals preferred.
- Prior experience investigating and processing New Jersey firearms applications preferred.
- Prior experience preparing detailed investigation reports and testifying in a courtroom setting preferred.
- Administrative skills: Proficiency in record keeping, data management, and report generation.
- Customer service orientation: Ability to effectively communicate and interact with the public, addressing complaints and inquiries.
- Computer proficiency: Skill in using various software applications for data management, communication, and report generation.
- Strong attention to detail, communication, organizational, and critical thinking skills.

WORK ENVIRONMENT

- Indoor office environment: Handling administrative tasks, managing paperwork, using computer systems, and communicating with staff and the public.
- Public interaction: Interacting with citizens, businesses, public and private outside agencies, and other city departments to provide direction, information, or reports.

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