Mendham Borough Police

3 Cold Hill Road South
Mendham, NJ 07945
E-mail: MBPD@mendhamnj.org

Dispatch: 973-543-2527 **Fax: 973-543-9774** **HQ: 973-543-2993**

Police Records Clerk / Administrative Assistant
Position Title: Police Records Clerk / Administrative Assistant
Status: Full-Time (40 Hours Per Week)
Salary: $60,000 to $75,000
The Police Department is seeking a highly organized, detail-oriented, and professional individual to serve as a **Police Records Clerk / Administrative Assistant**. This position performs a variety of administrative, clerical, and records management functions in support of police operations and serves as a critical point of contact for department records and public information requests.

Essential Duties and Responsibilities

- Maintain, process, file, and manage police department records in accordance with applicable laws, regulations, and retention schedules.
- Process and respond to **Open Public Records Act (OPRA)** requests and criminal justice records requests.
- Prepare and process **Discovery Requests** for the Municipal Prosecutor, Courts, Attorneys, and authorized parties.
- Enter, review, and maintain crime and incident data, including **NIBRS** reporting requirements.
- Assist with purchasing and procurement functions using the **MSI purchasing platform**, including:
    - Processing requisitions
    - Preparing purchase orders
    - Processing payment requests
    - Tracking purchases and invoices
- Provide administrative support to command staff and department personnel.
- Answer telephones, assist visitors, and provide customer service to the public.
- Maintain confidential and sensitive information with the highest degree of discretion and professionalism.
- Perform general clerical duties including data entry, correspondence preparation, document management, and record retention.

Qualifications

- High school diploma or equivalent required; associate degree preferred.
- Proficiency in **Microsoft Office Suite**, including Word, Excel, Outlook, and PowerPoint.
- Experience with municipal government records management preferred.
- Knowledge of **OPRA** procedures and requirements.
- Experience processing **Discovery Requests** preferred.
- Working knowledge of **NIBRS** reporting requirements preferred.
- Experience utilizing the **MSI purchasing platform** and municipal purchasing procedures is strongly preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to multitask and meet deadlines in a fast-paced environment.
- Ability to maintain strict confidentiality and handle sensitive information.

Application Process
Interested candidates should submit a cover letter and resume to:
Mendham Borough Police Department
3 Cold Hill Rd S. Mendham NJ 07945
Email to mcnichol@mendhamnj.org
Applications will be accepted until the position is filled.
The Borough of Mendham is an Equal Opportunity Employer.