

BOROUGH OF RIVER EDGE
RESOLUTION #26-103

Approve Job Description

BE IT RESOLVED, by the Mayor and Council of the Borough of River Edge that the attached job description is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator is hereby directed to submit the job description to the Records Clerk/Police Department Records Custodian for her signature to include in her respective personnel file and provide a copy to the Police Chief.

March 12, 2026

	Motion	Second	Yes	No	Abstain	Absent
Montisano-Koen						
Kinsella						
Malellari						
Glass						
Dhariwal						
Feffer						
Mayor Papaleo						

I hereby certify that this resolution, consisting of 1 page(s), was adopted at a meeting of the Mayor and Council of the Borough of River Edge, held on this 12th day of March, 2026

Anne Dodd, Borough Clerk



JOB DESCRIPTION:

Records Clerk/Police Department Records Custodian

GENERAL PURPOSE

Performs a variety of routine clerical work including filing and answering phones, and maintenance of records of the Police Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Report, Code and File Computer Entries and Reports
- U.C.R. Reports - Monthly
- Monthly Reports - In-house
- Open Public Records Act Requests – Processing of new requests seeking law enforcement records, conduct requisite searches for potentially responsive materials, and administration of Police Department responses
- Discovery Requests - Correspondence - Criminal and Non-Criminal for Attorneys and Prosecutor
- DWI - Make file and Report papers for Attorneys and Prosecutor
- Domestic Violence - file and record reports
- Stolen Bike Records
- Bias Incidents
- Sent out MVA Requests
- Send out MVA's to County and State
- Detective Bureau -
 - Correspondence
 - Prepare Reports for Case Jackets
 - File Criminal Cases
 - Keep Evidence Log for State
- Security Check Letters for Residents
- All Records for Operation of the River Edge Police Department

PERIPHERAL DUTIES

- Provides clerical support to other Police Department staff as required.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing and
- (B) Two (2) years of increasingly responsible related experience, or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing
- (B) Working knowledge of modern office practices and procedures
- (C) Working knowledge of governmental accounting principles and practices.
- (D) Skill in operating listed tools and equipment.
- (E) Ability to perform arithmetic computations accurately and quickly
- (F) Ability to communicate effectively verbally and in writing
- (G) Ability to establish successful working relationships
- (H) Ability to work under pressure and/or frequent interruptions
- (I) Ability to work independently with a high degree of accuracy
- (J) Time management skills.
- (K) Ability to understand and follow oral and written direction and keep accurate records.
- (L) Ability to organize technical data and material logically and conduct analysis regarding such data and material.

SPECIAL REQUIREMENTS

Must be Bondable.

TOOLS AND EQUIPMENT USED

Desktop computer with Microsoft Office; central financial computer; 10-key calculator; phone; switchboard; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position of the work is similarly related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PRINT NAME _____

SIGNATURE _____

DATE _____