Please post on our website

City of Burlington

Dance

B.

#### **JOB POSTING**

### Records Support Technician 1 – title code 56562

Posting Dates: October 26, 2018 to November 5, 2018

FULL TIME POSITION IN PUBLIC SAFETY DEPARTMENT, Division of Police. Under close supervision, performs varied clerical work involving the processing and filing of records; does other duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. 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.

EXAMPLES OF WORK: Receives, retrieves and sorts documents, papers, forms and other materials in accordance with established policies, procedures and guidelines. Scans or reads incoming materials in order to determine how and where they should be classified or filed. Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order, or according to the filing system used. Learns the steps involved in the review and processing of documents, forms and other materials in accordance with established rules, regulations and/or agency guidelines. Files important and/or confidential documents in a vault or other storage media used by the appointing authority; removes documents from vault upon authorized request. When assigned to a law enforcement agency, may be required to take and file fingerprints; types fingerprint cards of persons committed to jail, or persons applying for firearm permits. When assigned to a law enforcement agency, learns to perform specialized clerical work involving the obtaining, receiving, disseminating, filing, maintaining and releasing of criminal and other law enforcement records. Assigns, records and stamps identification numbers or codes in order to index materials for filing. Enters and/or retrieves information on a computer terminal. Makes photo copies of letters, checks, leases, permits, applications, and other documents. May assist registrants in the completion of applications or forms. Collects fees. Answers routine and/or repetitive telephone and email inquiries; resolves problems of an uncomplicated nature; escalates the more difficult inquires to the appropriate person. May operate a telephone switchboard.

KNOWLEDGE AND ABILITIES: Knowledge of office methods, procedures, policies, guidelines and equipment used to check, sort, index, store and file records after a period of training. Knowledge of alpha-numeric sequencing. Ability to make simple mathematical calculations. Ability to organize work and develop effective work methods. Ability to check, sort, file, and obtain documents. Ability to understand, remember and carry out oral and written directions. Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

REQUIREMENTS: <u>Background Check</u>: Pre-employment physical, drug screening and background check will be required prior to hiring. <u>Residency Requirements</u>: Preference to City of Burlington residents. Effective 9/1/11, NJ PL 70 (NJ First Act) requires all State and Local government employees to reside in New Jersey unless exempted under the law. Employees have one year after the date of employment to relocate their residence to New Jersey or request an exemption. If you reside in NJ, you must retain NJ residency, unless you obtain an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

This position is classified as non-competitive. For a copy of the complete NJ Civil Service job specification please visit: <a href="https://info.csc.state.nj.us/TItleList/TitleSearch.aspx">https://info.csc.state.nj.us/TItleList/TitleSearch.aspx</a> Salary range for 2018: \$33,486 to \$51,804. Interested persons should complete an application by 5:00 PM November 5, 2018 to: City of Burlington Administrator, 525 High St., Burlington, NJ 08016. Equal Opportunity Employer.

## **Application for Employment**

Please Print

## City of Burlington 525 High Street Burlington, NJ 08016

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for		Date of application	n/_/
Name		Applicant ID #	
Address	First	Middle	
Street		ity State	ZIP Code
Telephone # () Cellular	r/Other # ()	E-mail Address	
Referral Source (How did you hear about us?)			
If you are under 18 and it is required, can you f	furnish a work permit?		Yes No
If <b>no</b> , please explain:			
Have you ever been employed here before? If y			☐ Yes ☐ No
Is this application a request for reemployment			
If <b>yes</b> , additional information may be requested.	Tonowing an extended innitary	, iouve or upperior from this company	
Are you legally eligible for employment in this	country?		□ Ves □ No
Date available for work//	• 1 ***********************************		
Type of employment desired:     Full-Time			Educational Co-Op
			•
Are you able to perform the "essential function			
This question is not designed to elicit information abore particular accommodation, or whether accommodation			
	on about the job's "essential fun		
Driver's license number required if driving may		•	State
	be required in the job for winer	n you are applying.	otate
Employment History			
Starting with your most recent employer, provi	ide the following information.	Month / Year	Month / Year
Street address	City State	Dates employed: to Compensation (Starting	
Starting job title/final job title	City State	Hourty Salary \$	per
	May we contact for refe	Commission/Bonus/Other Compensation \$	6
Immediate supervisor and title (for most recent position held)	Yes No La		per
Why did you leave?	E-mail:	Commission/Bonus/Other Compensation \$	270.00
Summarize the type of work performed and job responsibilities.			
Employer	(Telephone # )	Dates employed: Month Year to	Month / Year
Street address	City State	Compensation (Starting	per
Starting job title/final job title	16	Commission/Bonus/Other Compensation \$	
Immediate supervisor and title (for most recent position held)	May we contact for refe		per
Why did you leave?	E-mail:	Commission/Bonus/Other Compensation \$	per
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Spreadsheet		Years:	☐ Internet			Years:
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				□ Diploma □ GED		
				☐ Degree ☐ Certification ☐		
				☐ Other ☐ GED		
				☐ Degree		
				Certification		
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			( )			
Name	Title	to You	, ,	Telephone	E-mail	Know
			( )			
		nation only for emplo	oyment purposes a	and make reasonable	efforts to safeguard your p	rivacy.
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This product is designed to provide accurate and authoritative information, However, it is not a substitute for legal advice and does not provide legal opinions on any specific facts or services, The information is provided with the understanding that any person or entity involved in creating, producing or distributing this product is not liable for any damages arising out of the use or inability to use this product. You are urged to consult an attorney concerning your particular situation and any specific questions or concerns you may have.

Important note: This is approved for use by the purchaser only. This form may not be shared publicly or with third parties.



# CITY OF BURLINGTON AFFIRMATIVE ACTION VOLUNTARY INFORMATION

The City of Burlington considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practises and do not discriminate on the basis of any unlawful criteria.

Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. To be filled separately from application. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print Position(s) applied fo	or			Date:	
	yee isement-Source	Relative			Private Employment Agency School Other
Name of person who			700 E. 105 DE		MINOS ASSESSED MARKATANA TANA TANA MANA
Applicant Informa	ation:			Telephone # (	
Name:	Last	First	M.i.	_ relephone #_	
Address: Male	Street	Female	City	State	Zip
	of the following Ed	ual Employment C	Opportunity Ide	entification G	roups:
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