



Mansfield Township Police Department

3135 Route 206
Suite 3
Columbus, NJ 08022
(609) 298-4411

Community * Duty * Integrity

Ronald G. Mulhall, Jr.
Chief of Police

POLICE RECORDS CLERK – FULL-TIME

MANSFIELD TOWNSHIP, BURLINGTON COUNTY: Full-time position for a Police Records Clerk. Applicant must have strong clerical and organizational skills including comprehensive computer skills (MS Word, Excel, Access and Outlook required). Position involves providing various levels of support to department operations and administrative functions. Professional interaction with the public required. Candidate must be able to pass a thorough criminal/character background investigation. Compensation range is \$16-20 per hour. 35 hours per week, with paid time-off and benefits associated. Tattoos or similar markings on the face, head, scalp, neck and hands are not permitted. Tattoos or similar markings on exposed arms and exposed legs while in business casual attire are not permitted.

Send cover letter and résumé to Mansfield Township Police Department, 3135 Route 206, Suite 3, Columbus, NJ 08022 or by e-mail to info@mansfieldpd.org.

Deadline for submissions is 3:00 p.m., Wednesday, February 9, 2022.

Mansfield Township is an Equal Opportunity Employer.