

ORDINANCE #16-15

AN ORDINANCE CREATING THE POSITION OF RECORDS SUPPORT TECHNICIAN 3 IN THE BOROUGH OF KEYPORT

WHEREAS, the Borough of Keyport seeks to establish the position of Records Support Technician 3 in order to perform administrative duties and tasks within the Keyport Police Department, and any other department that, in the future, may have the need for such staff.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Keyport as follows:

SECTION I. Establishment of Position; Appointment; Duties.

A. Within the Borough of Keyport, there shall be created the position of Records Support Technician 3, who shall be a person qualified by education, training and experience to perform the duties of the title, as established by the New Jersey Civil Service Commission.

B. A Records Support Technician 3 shall, under direction, perform varied, complex clerical work involving the processing and filing of records; take the lead and/or perform more difficult and complex work requiring the application of independent judgment, and do other related duties as required, including, without limitation the following duties:

1. Receives, retrieves and sorts documents, papers, forms and other materials in accordance with established policies, procedures and guidelines.
2. Scans or reads incoming materials in order to determine how and where they should be classified or filed.
3. Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order, or according to the filing system used.
4. Reviews and processes documents, forms and other materials in accordance with established rules, regulations and/or agency guidelines.
5. Locates and removes materials from file when requested.
6. Assigns, records and stamps identification numbers or codes in order to index materials for filing.

7. Performs general office duties such as faxing documents and sorting mail.
8. Operates, maintains and makes minor adjustments to various office machines.
9. Converts documents to films for storage on microforms such as microfilm or microfiche where such equipment is used.
10. Enters and/or retrieves information on a computer terminal.
11. May occasionally perform keyboarding/typing duties, but not as the primary function of the position.
12. May take the lead and perform work involving the locating, examining, retracing, and filing of maps.
13. Receives, reviews, arranges, and prepares records for microfilming.
14. May take the lead in the filing of important and/or confidential documents in a vault or other storage media used by the appointing authority; removes documents from vault upon authorized request.
15. 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.
16. When assigned to a law enforcement agency, performs specialized clerical work involving the obtaining, receiving, disseminating, filing, maintaining and releasing of criminal and other law enforcement records.
17. Prepares records for and takes the lead in the operation of computerized reading equipment used to assist in retrieving records.
18. Makes photocopies of letters, checks, leases, permits, applications, and other documents.
19. May provide assignment, instruction, and on-the-job training to clerical staff.
20. May interpret and apply organizational rules, regulations, policies, and procedures.
21. May participate in the interviewing and training of new employees.
22. Classifies, indexes and cross references records and files.

23. May assist registrants in the completion of applications or forms.
24. Collects fees.
25. Answers telephone and e-mail inquiries; escalates the more difficult inquiries to the appropriate person.
26. May operate a telephone switchboard.
27. Records and/or maintains simple logs or reports of information pertaining to filing, data entry and retrieval, or record processing activities.
28. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

SECTION II. Inconsistent Ordinances.

All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

SECTION III. Severability.

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

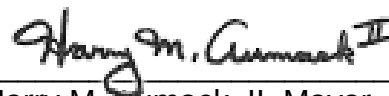
SECTION IV. Effective Date.

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Introduced: September 22, 2015
Public Hearing: October 6, 2015
Adopted: October 6, 2015



Valerie T. Heilweil, RMC
Borough Clerk
Borough of Keyport



Harry M. Aumack, II, Mayor
Borough of Keyport