

TOWNSHIP OF WEST WINDSOR

Records Clerk I

West Windsor Police Department is seeking to hire a full time Records Clerk. The Records Clerk is responsible for maintaining record systems for classifying, coding and storing official Police Department data used for investigative and referral purposes. Must have the ability to maintain high levels of confidentiality, excellent communication and interpersonal skills and the ability to interact with the public. E-mail resume to HR@WestWindsorTwp.com.

Applications can be mailed to West Windsor Township Human Resources, PO Box 38, West Windsor, NJ 08550. **DEADLINE: November 22, 2017.**

No phone calls please. The Township reserves the right to interview candidates prior to the closing date for responses. EOE/Affirmative Action.