

## **Police Support Services**

The Borough of Totowa is seeking to hire a qualified individual for the full-time position of Police Support Services for the Borough of Totowa Police Department. The candidate must have a minimum of 5 year's experience working in Public Safety Dispatch and must have experience with Police Records Management Systems.

### Key Responsibilities:

Receiving, reviewing and filing police records, ensuring accuracy and confidentiality.

Maintaining and updating record in law enforcement databases and systems.

Responding to public inquiries, reviewing and fulfilling requests for records including OPRA requests. This includes assisting with requests for Body Camera Footage.

Overseeing the integration of all law-enforcement software and coordinating all updates for this software. This also includes serving as the liaison with various Police Department vendors.

Police Department Dispatcher duties as needed.

The candidate must be a resident of the Borough of Totowa. Employment is contingent upon the completion of a satisfactory background check. Salary Range is between \$80,000.00 and \$100,000.00.

The work week is 40 hours per week - Monday to Friday. Benefits are available with this position and include health insurance, paid time off (including vacation, holidays, personal leave, and sick leave) and pension benefits.

Contact the Totowa Municipal Clerk's office at 973-956-1000, ext. 1009, for an application.

The deadline for submitting applications will be June 17, 2026.