



**BOROUGH OF WILDWOOD CREST
WILDWOOD CREST POLICE DEPARTMENT
EMPLOYMENT OPPORTUNITY
RECORDS SUPPORT TECHNICIAN 1 – FULL-TIME**

The Borough of Wildwood Crest is seeking a full-time Records Support Technician 1 for the Wildwood Crest Police Department.

The ideal candidate must be organized, detail-oriented, and possess good computer, typing, and communication skills. Applicants should demonstrate strong customer service abilities and the capacity to work effectively with the public. Responsibilities include performing various clerical duties involving the processing, maintenance, retrieval, and filing of police records, including confidential law enforcement information.

Employment is contingent upon successful completion of a background investigation and all applicable pre-employment requirements. The selected candidate will be subject to the applicable New Jersey Civil Service working test period.

Salary: Range 35,000 – 50,000

Benefits: Health Benefits package, Dental, Pension/Retirement plans

Interested applicants should submit a completed Borough of Wildwood Crest Employment Application to the Borough of Wildwood Crest, Office of Personnel, 6101 Pacific Avenue, Wildwood Crest, NJ 08260.

Accepting applications until the position is filled.

The Borough of Wildwood Crest is an Equal Opportunity Employer.