

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE –Police Department**

**TITLE: Records Support Technician 1**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 8:30AM TO 4:30PM**

## **DEFINITION:**

Under close supervision, performs varied clerical work involving the processing and filing of records; does other duties as required.

**NOTE:** Incumbents may be required to utilize keyboard equipment to input and/or retrieve information on a computer console, typewriter or other key entry device used by the agency. Incumbents are not expected to perform keyboarding/typing tasks with the speed and accuracy required of a Keyboarding Clerk.

## **EXAMPLES OF WORK:**

Receives, retrieves and sorts documents, papers, forms and other materials in accordance with established policies, procedures and guidelines.

Scans or reads incoming materials in order to determine how and where they should be classified or filed.

Files correspondence, cards, invoices, receipts and other records in alphabetical or numerical order, or according to the filing system used.

Learns the steps involved in the review and processing of documents, forms and other materials in accordance with established rules, regulations and/or agency guidelines.

Locates and removes materials from file when requested.

Assigns, records and stamps identification numbers or codes in order to index materials for filing.

Performs general office duties such as faxing documents and sorting mail.

Operates, maintains and makes minor adjustments to various office machines.

Converts documents to films for storage on microforms such as microfilm or microfiche where such equipment is used.

Enters and/or retrieves information on a computer terminal.

May occasionally perform keyboarding/typing duties, but not as the primary function of the position.

Receives, reviews, arranges, and prepares records for microfilming.

Files important and/or confidential documents in a vault or other storage media used by the appointing authority; removes documents from vault upon authorized request.

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.

When assigned to a law enforcement agency, learns to perform specialized clerical work involving the obtaining, receiving, disseminating, filing, maintaining and releasing of criminal and other law enforcement records.

Makes photo copies of letters, checks, leases, permits, applications, and other documents.

May assist registrants in the completion of applications or forms.

Collects fees.

Locates, examines, retraces and files maps.

Answers routine and/or repetitive telephone and e-mail inquiries; resolves problems of an uncomplicated nature; escalates the more difficult inquiries to the appropriate person.

May operate a telephone switchboard.

Records and/or maintains simple logs or reports of information pertaining to filing, data entry and retrieval, or record processing activities.

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.

#### **REQUIREMENTS:**

##### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

##### **KNOWLEDGE & ABILITIES:**

Knowledge of office methods, procedures, policies, guidelines and equipment used to check, sort, index, store and file records after a period of training.

Knowledge of alpha-numeric sequencing.

Ability to make simple mathematical calculations.

Ability to sort mail.

Ability to learn to operate, maintain and make minor adjustments to various office machines and equipment including but not limited to various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to organize work and develop effective work methods.

Ability to check, sort, file, and obtain documents.

Ability to understand, remember and carry out oral and written directions.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the unit.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Posted: April 19, 2017

## **Hiring Notice Class III Special Police Officers**

The Lawrence Township Police Department is seeking professional, qualified and energetic applicants for the position of **Class III Special Police Officer** who possess the department's Core Values of Honor, Integrity and Knowledge. The Class III Special Police Officer shall conduct School Safety and Security duties within the Lawrence Township Public Schools.

### **Minimum Qualifications:**

- The applicant must be a retired law enforcement officer less than 65 years of age, who served as a duly qualified, fully-trained, full-time officer in any municipality or county of this State or as a member of the State Police and was separated from that prior service in good standing, within three years of appointment to this position.
- Applicant must be physically capable of performing the functions of the position, determined in accordance with the Police Training Commission.
- Applicant must possess a NJ Police Training Commission Basic Police Officer Certification or NJ State Police Academy Certification.
- Applicant must possess a valid New Jersey Driver License.
- Applicant must successfully pass a background investigation.

Starting Salary for the Class III Special Police Officer shall be **\$26.50 per hour** and he/she shall work a schedule up to 40 hours weekly, to be determined upon hiring. The Class III Special Police Office shall only work when school is in session. Although announcing the positions at this time, successful candidates will begin employment at the start of the 2018-2019 school year.

Preference may be given to retired police officers who previously served in a capacity as a School Resource, D.A.R.E or L.E.A.D. Officer.

The Township of Lawrence is an equal opportunity employer and all qualified applicants shall be given full consideration.

Applicants must submit a resume and complete the Application for Employment that can be found on the Township of Lawrence's website at [www.lawrencetwp.com](http://www.lawrencetwp.com) under the "Forms and Documents" tab. Application packages may be hand delivered or mailed to Kevin P. Nerwinski, Municipal Manager/QPA, 2207 Lawrence Road, Lawrence Township, New Jersey 08648.

For questions concerning this position, you may contact Capt. Brian Caloiaro at [bcaloiaro@lawrencetwp.com](mailto:bcaloiaro@lawrencetwp.com) or 609-844-7104.

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – RECREATION**

**TITLE: ACCOUNT CLERK PART-TIME**

**Hourly Rate: \$15.06/25 hours per week**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 11:0AM TO 4:30PM**

## **DEFINITION:**

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

- Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.
- Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.
- Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Prepares records of cash receipts and disbursements.
- Makes copies and redacts personal information from reports.
- Files reports in sequential order.
- Checks and compares for completeness various types of documents.
- Examines report to ensure that they have the necessary approvals.
- In person and phone contact with citizens to assist with questions and requests.
- Refers errors and irregularities to supervisor.
- Gives routine information in person and over the telephone.
- Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.
- 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.
- Compiling of statistical information upon request.

**REQUIREMENTS:****LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

POSTED: 5/21/18

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – HEALTH**

**TITLE: ACCOUNT CLERK PART-TIME**

**Hourly Rate: \$15.06/25 hours per week**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 11:0AM TO 4:30PM**

## **DEFINITION:**

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

- Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.
- Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.
- Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Prepares records of cash receipts and disbursements.
- Makes copies and redacts personal information from reports.
- Files reports in sequential order.
- Checks and compares for completeness various types of documents.
- Examines report to ensure that they have the necessary approvals.
- In person and phone contact with citizens to assist with questions and requests.
- Refers errors and irregularities to supervisor.
- Gives routine information in person and over the telephone.
- Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.
- 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.
- Compiling of statistical information upon request.

**REQUIREMENTS:****LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

POSTED: 06/04/18

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – TAX ASSESSOR**

**TITLE: ACCOUNT CLERK FULL TIME**

**Hourly Rate: \$15.06/35 hours per week**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 8:30AM TO 4:30PM**

## **DEFINITION:**

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

- Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.
- Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.
- Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Prepares records of cash receipts and disbursements.
- Makes copies and redacts personal information from reports.
- Files reports in sequential order.
- Checks and compares for completeness various types of documents.
- Examines report to ensure that they have the necessary approvals.
- In person and phone contact with citizens to assist with questions and requests.
- Refers errors and irregularities to supervisor.
- Gives routine information in person and over the telephone.
- Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.
- 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.
- Compiling of statistical information upon request.

**REQUIREMENTS:****LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

POSTED: 06/27/18

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – CONSTRUCTION**

**TITLE: ACCOUNT CLERK PART TIME**

**Hourly Rate: \$15.06/35 hours per week**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 11:00AM TO 4:30PM**

**(1/2 HOUR UNPAID LUNCH)**

## **DEFINITION:**

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

- Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.
- Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.
- Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Prepares records of cash receipts and disbursements.
- Makes copies and redacts personal information from reports.
- Files reports in sequential order.
- Checks and compares for completeness various types of documents.
- Examines report to ensure that they have the necessary approvals.
- In person and phone contact with citizens to assist with questions and requests.
- Refers errors and irregularities to supervisor.
- Gives routine information in person and over the telephone.
- Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.
- 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.
- Compiling of statistical information upon request.

**REQUIREMENTS:****LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

POSTED: 04/18/2019

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# **JOB POSTING**

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**DEPARTMENT: TOWNSHIP OF LAWRENCE - HEALTH**

**TITLE: REGISTERED ENVIRONMENT HEALTH SPECIALIST (PROVISIONAL)**

**SALARY: \$53,895-\$71585**

**HOURS OF WORK: 8:30 A.M.- 4:30 P.M.**

**Monday-Friday**

**Full-Time Registered Environmental Health Specialist - Provisional - Lawrence Township**

Lawrence Township is recruiting for the position of a Full-Time Registered Environmental Health Specialist. Under the direction of the Health Officer, performs sanitary inspections and environmental health work including the enforcement of public health regulations and local ordinances. Example of work includes inspection of retail food establishments, public recreational bathing places, potable water supplies, subsurface sewage disposal systems, refuse sanitation, noxious weeds, insect and rodent control, nuisance complaints and other public health concerns. Qualifications: Bachelor's Degree or equivalent in a health related field, NJ Registered Environmental Health Specialist License and a valid NJ Driver's License. Additional certifications such as Lead Inspector/Risk Assessor and Certified Pool Operator are preferred. Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Applications and Civil Service job specifications can be obtained in the Lawrence Township Municipal Building (Managers Office) 2207 Lawrence Road, Lawrence, NJ 08648 or [www.lawrencetwp.com](http://www.lawrencetwp.com) Salary range \$53,895 -\$71,585. Send cover letter/resume/and Lawrence Township employment application to Township of Lawrence 2207 Lawrence Road, Lawrence, NJ 08648. Attn: Managers Office or e-mail: [Manager@lawrencetwp.com](mailto:Manager@lawrencetwp.com). The Township reserves the right to interview candidates prior to the closing date for responses.

Posted 10/31/2019

### **Full-Time Registered Environmental Health Specialist - Provisional - Lawrence Township**

Lawrence Township is recruiting for the position of a Full-Time Registered Environmental Health Specialist. Monday through Friday, 8:30 a.m. to 4:30 p.m. Under the direction of the Health Officer, performs sanitary inspections and environmental health work including the enforcement of public health regulations and local ordinances. Example of work includes inspection of retail food establishments, public recreational bathing places, potable water supplies, subsurface sewage disposal systems, refuse sanitation, noxious weeds, insect and rodent control, nuisance complaints and other public health concerns. Qualifications: Bachelor's Degree or equivalent in a health related field, NJ Registered Environmental Health Specialist License and a valid NJ Driver's License. Additional certifications such as Lead Inspector/Risk Assessor and Certified Pool Operator are preferred. Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Applications and Civil Service job specifications can be obtained in the Lawrence Township Municipal Building (Managers Office) 2207 Lawrence Road, Lawrence, NJ 08648 or [www.lawrencetwp.com](http://www.lawrencetwp.com) Salary range \$53,895 - \$71,585. Send cover letter/resume/and Lawrence Township employment application to Township of Lawrence 2207 Lawrence Road, Lawrence Township, NJ 08648. Attn: Managers Office or e-mail: [Manager@lawrencetwp.com](mailto:Manager@lawrencetwp.com). The Township reserves the right to interview candidates prior to the closing date for responses. Deadline: November 29, 2019.

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – Health**  
**TITLE: Registered Environmental Health Specialist Trainee**  
**Salary Range: \$38,487 - \$59,075**  
**(AFSCME Local 2257 Schedule B)**  
**SCHEDULE: MONDAY-FRIDAY**  
**HOURS 8:30AM TO 4:30PM**

## **DEFINITION:**

As part of a training program, assists Registered Environmental Health Specialists in conducting sanitary, environmental, and public health inspections; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

As trainee and productive worker:

Learns to inspect homes and retail food establishments noting violations of sanitary and health laws.

Learns to investigate nuisances and violations relevant to sanitary, environmental and public health laws, rules and ordinances.

Maintains records and files.

Learns to perform other duties or special projects as required or as assigned.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of 32 credit hours in any combination of biology, chemistry, physics, public health with a concentration in environmental health, mathematics and/or environmental science courses. Only up to six (6) of the 32 credits may be in college-level mathematics. At least one of the courses must be a laboratory course in biology, chemistry, physics, or the environmental sciences.

### **LICENSE:**

NOTE: Appointees are required to obtain a valid license as a Registered Environmental Health Specialist issued by the New Jersey Department of Health and Senior Services prior to appointment to the primary title of Registered Environmental Health Specialist.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

## **KNOWLEDGE AND ABILITIES**

Knowledge of major communicable diseases and the methods of their transmission in the environment.

Knowledge of principles of the biological, chemical, physical, and environmental sciences and their application to controlling the environment.

Ability to assess environmental health risks to and influences on humans and the environment.

Ability to think logically and apply technical knowledge when making inspections.

Ability to establish facts and draw conclusions based on information collected.

Ability to establish and maintain cooperative working relationships with coworkers and others involved in the work of the unit.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to establish and maintain essential records, files, reference material, and equipment.

Ability to effectively communicate, both orally and in writing.

Ability to analyze, comprehend, interpret and apply the rules, regulations, policies, procedures, standards, and methods of the State Department of Health and Senior Services and the laws of the State of New Jersey relating to environmental sanitation and inspection to specific cases in accord with established procedures.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

American Sign Language or Braille may also be considered as acceptable forms of communication.

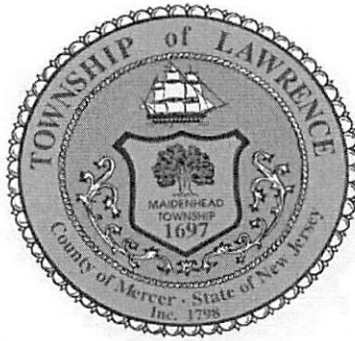
Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

## **ADVANCEMENT**

Applicants who successfully complete the required twelve (12) month training program will be eligible for advancement to the title of Registered Environmental Health Specialist, Public Health, in accordance with Department of Personnel procedures.

The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

Posted 12/12/19



## **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – Public Works**

**TITLE: Maintenance Repairer**

**HOURS OF WORK: 7:00 a.m. – 3:00 p.m.**

### **DEFINITION**

This is a full-time position. Applicants must be a resident of the State of New Jersey or must relocate within one year of employment date. Applicants must have significant experience with HVAC repairs and preventive maintenance, plumbing, electrical, carpentry, painting, and related building maintenance and repair work. Snow removal and reporting for after-hours emergencies is mandatory. Applicants will need to verify experience and employment. Class "A" CDL with air brake endorsement is preferred. Submission deadline is 4:00 P.M. Friday, March 31, 2020.

**Employees interested in applying must submit their request, in writing, to:**

**Township of Lawrence  
2207 Lawrence Road  
Lawrence Township, NJ 08648  
Attn: Kevin P. Nerwinski, Municipal Manager/QPA**

**Lawrence Township is an Affirmative Action and Equal Opportunity Employer**

# TOWNSHIP OF LAWRENCE

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2207 LAWRENCE ROAD  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

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(609) 844- 7089

## **Full-Time Public Health Nurse- Provisional- Lawrence Township**

**Monday – Friday 8:30 am -4:30 pm**

**(Weekends as work demand requires)**

Lawrence Township, Mercer County is recruiting for the position of a Full-Time Public Health Nurse. Under the direction of the Health Officer, teaches, counsels, conducts epidemiological investigations and provides public health nursing services in homes, clinics and schools to individuals and families in the community; uses knowledge from nursing, social and public health sciences to promote and protect the health of the community through the performance of core public health functions and the delivery of essential public health services; does related work as required.

### ***Examples of work include:***

Responds to health questions by individuals and/or families during home visits, in clinics or schools or, while giving health demonstrations and lectures to community groups to educate the public on preventive health measures.

Visits homes of individuals and/or families in the community and gathers initial background information used to assess their health needs and problems to develop a health care plan.

Implements actions to curtail the spread of communicable diseases by instructing high-risk individuals or groups in the proper control measures.

Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors.

Measures patients' temperature, blood pressure, pulse, height, and weight to record the patients' vital signs and growth process.

Administers hearing and vision tests to screen possible hearing and vision problems and refers these problems to physicians.

Administers medication in homes and/or as prescribed by physician to implement and maintain the health care treatment plan.

Maintains medical records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

***The examples of work are for illustrative purposes only. Conversely, all duties performed on the job may not be listed.***

# TOWNSHIP OF LAWRENCE

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2207 LAWRENCE ROAD  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

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(609) 844- 7089

## ***Requirements:***

### ***Education:***

Graduation from an accredited college or university with a Bachelor's degree in Nursing or Public Health.

### ***Experience:***

One (1) year of experience in a public health field or, nursing experience gained while working under the close supervision of a licensed public health nurse.

### ***License:***

Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey.

Appointees will be required to possess a driver's license valid in New Jersey.

## ***Provisional paragraph:***

Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Applications and Civil Service job specifications can be obtained in the Lawrence Township Municipal building (Managers Office) 2207 Lawrence Road, Lawrence, NJ 08648 or [www.lawrencetwp.com](http://www.lawrencetwp.com). Salary range \$59,752-\$78,298. Send cover letter/resume/ and Lawrence Township employment application to Township of Lawrence 2207 Lawrence Road, Lawrence, NJ 08648. Attn: Managers Office or e-mail: [manager@lawrencetwp.com](mailto:manager@lawrencetwp.com). The Township reserves the right to interview candidates prior to the closing date for responses.

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. "The New Jersey First Act" (P.L. 2011, c.70)

**Deadline:** July 2, 2020

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – Health**

**TITLE: CLERK 1 – Full Time**

**Salary Range \$26,935 - \$36,665 Annually**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 8:30AM TO 4:30PM**

## **DEFINITION:**

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

NOTE: Incumbents may be required to utilize keyboard equipment to input and/or retrieve information on a computer console, typewriter or other key entry device used by the agency. Keyboarding/typing duties may or may not be assigned, depending on the needs of the employing agency. Incumbents are not expected to perform keyboarding/typing tasks with the speed and accuracy required of a Keyboarding Clerk.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions and other materials, numerically, alphabetically, or according to other predetermined classification; maintains such files.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.

May enter and/or retrieve information on a computer terminal.

May occasionally perform keyboarding/typing duties, but not as the primary function of the position.

May assist in requisitioning, storing, and distributing office supplies.

May assist in preparing and verifying payrolls and make simple arithmetic calculations.

Schedules administrative proceedings; may process requests for scheduling changes.

May transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals.

When assigned to a court, learns to prepare the docket (or schedule) of cases to be called and to contact witnesses, attorneys, and other parties to collect or provide information; learns to call court to order, administer oaths to jurors, witnesses, court officers and others, announce postponements, and adjourn court; assists the judge both on the bench and in the chambers

When assigned to a tax office, learns to compute and record tax payments.

When assigned to a finance or tax office, learns to perform specialized clerical work involving the preparation and maintenance of assessment rolls and records.

When assigned personnel duties, learns to process personnel action forms, maintain personnel records and gather sensitive or confidential information or data.

Operates various types of office and mail processing machines such as a keyboard equipment, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing ribbons.

Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

Maintains records and files.

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.

**REQUIREMENTS:**

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of office routines, equipment, and practices after a period of training.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

# THE TOWNSHIP OF Lawrence

2207 Lawrence Road Lawrence Township, N.J. 08648  
609-844-7005

## JOB POSTING

**POSITION:** HEALTH OFFICER  
**POSTING DATE:** 01/11/2021  
**CLOSING DATE:** 01/25/2021  
**REPORTS TO:** Municipal Manager  
**SALARY RANGE:** Non-Union Schedule B-Grade 9  
(Minimum: \$101,106 / Maximum \$140,742)  
**WORK HOURS:** 8:30 AM – 4:30 PM, Monday – Friday and occasional work outside of normal business hours

---

The Township of Lawrence is seeking a Health Officer with excellent technical, writing, communication, and interpersonal skills to direct the township's health department program and enforce public health within the township.

### **Example of Duties:**

Under the direction of the Municipal Manager, the selected individual will be responsible for the health department program, and his/her duties will include, but will not be limited to:

- Plan, develop, coordinate, and direct the township's health department.
- Direct and coordinate the inspection, investigation, legal, and other measures required to carry out the provisions of local and state health laws.
- Direct enforcement of public health regulations within the township.
- Plan and direct the measures required to control and prevent communicable diseases.
- Plan and direct the measures required to abate nuisances which may affect health and sanitation.
- Supervise sanitation measures and inspections throughout the township.
- Inspect and/or supervise the inspection of food establishments to assure compliance with the law.
- Evaluate health problems and planning appropriate activities to address these health problems.
- Enforce ordinances and state statutes.
- Direct staff to carryout activities efficiently.
- Provide leadership to and communicate regularly with the Health Advisory Board and Board of Health.
- Coordinate Health Department functions with other municipalities and state and federal government agencies.
- Coordinate health functions of outside organizations operating within the township.
- Write correspondence and prepare clear, sound, accurate, and informative statistical reports, and other reports containing findings, conclusions and recommendations.
- Prepare and conduct educational programs.
- Plan and process grant applications and programs.

- Review site plans.
- Respond to (on 24-hour call) all public health problems or emergencies that may affect the community.
- Supervise the vital statistics registration work.
- Supervise the establishment and maintenance of essential records and files.
- Prepare budget.

## **QUALIFICATIONS**

- Possess a valid Health Officer license and Registered Environmental Health Specialist license issued by the New Jersey Department of Health.
- Possess a New Jersey driver's license.

## **SUPPLEMENTAL INFORMATION**

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
  - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
- 

## **HOW TO APPLY**

All applicants are required to fully complete and sign an employment application. The employment application is available at <http://www.lawrencetwp.com/manager.html> ..

To apply, submit a resume and completed and signed employment application to [manager@lawrencewtp.com](mailto:manager@lawrencewtp.com) **no later than 4:30 pm on 01/25/2021. Please put "HEALTH OFFICER POSITION" in the subject line of the email.**

**AN EQUAL OPPORTUNITY EMPLOYER**

# THE TOWNSHIP OF Lawrence

2207 Lawrence Road, Lawrence Township, N.J. 08648  
609-844-7005

## JOB POSTING

**POSITION:** HEALTH OFFICER  
**POSTING DATE:** 01/22/2021  
**CLOSING DATE:** 02/05/2021  
**REPORTS TO:** Municipal Manager  
**SALARY RANGE:** Non-Union Schedule B-Grade 9  
(Minimum: \$101,106 / Maximum \$140,742)  
**WORK HOURS:** 8:30 AM – 4:30 PM, Monday – Friday and occasional work outside of normal business hours

---

The Township of Lawrence is seeking a Health Officer with excellent technical, writing, communication, and interpersonal skills to direct the township's health department program and enforce public health within the township.

### **Example of Duties:**

Under the direction of the Municipal Manager, the selected individual will be responsible for the health department program, and his/her duties will include, but will not be limited to:

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- Direct staff to carryout activities efficiently.
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To apply, submit a resume and completed and signed employment application to [manager@lawrencewtp.com](mailto:manager@lawrencewtp.com) no later than 4:30 pm on 02/05/2021. Please put "HEALTH OFFICER POSITION" in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**

# THE TOWNSHIP OF Lawrence

2207 Lawrence Road, Lawrence Township, N.J. 08648  
609-844-7005

## JOB POSTING

**POSITION:** HEALTH OFFICER  
**POSTING DATE:** 02/18/2021  
**CLOSING DATE:** 03/19/2021  
**REPORTS TO:** Municipal Manager  
**SALARY RANGE:** Non-Union Schedule B-Grade 9  
(Minimum: \$101,106 / Maximum \$140,742)  
**WORK HOURS:** 8:30 AM – 4:30 PM, Monday – Friday and occasional work outside of normal business hours

---

The Township of Lawrence is seeking a Health Officer with excellent technical, writing, communication, and interpersonal skills to direct the township's health department program and enforce public health within the township.

### **Example of Duties:**

Under the direction of the Municipal Manager, the selected individual will be responsible for the health department program, and his/her duties will include, but will not be limited to:

- Plan, develop, coordinate, and direct the township's health department.
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- Prepare budget.

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- 

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To apply, submit a resume and completed and signed employment application to [manager@lawrencewtp.com](mailto:manager@lawrencewtp.com) no later than 4:30 pm on 03/19/2021. Please put "HEALTH OFFICER POSITION" in the subject line of the email.

**AN EQUAL OPPORTUNITY EMPLOYER**

# THE TOWNSHIP OF Lawrence

2207 Lawrence Road, Lawrence Township, N.J. 08648  
609-844-7005

## JOB POSTING

**POSITION:** HEALTH OFFICER  
**POSTING DATE:** 02/18/2021  
**CLOSING DATE:** 04/30/2021  
**REPORTS TO:** Municipal Manager  
**SALARY RANGE:** Non-Union Schedule B-Grade 9  
(Minimum: \$101,106 / Maximum \$140,742)  
**WORK HOURS:** 8:30 AM – 4:30 PM, Monday – Friday and occasional work outside of normal business hours

---

The Township of Lawrence is seeking a Health Officer with excellent technical, writing, communication, and interpersonal skills to direct the township's health department program and enforce public health within the township.

### **Example of Duties:**

Under the direction of the Municipal Manager, the selected individual will be responsible for the health department program, and his/her duties will include, but will not be limited to:

- Plan, develop, coordinate, and direct the township's health department.
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  - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
- 

## **HOW TO APPLY**

All applicants are required to fully complete and sign an employment application. The employment application is available at <http://www.lawrencetwp.com/manager.html> ..

To apply, submit a resume and completed and signed employment application to [manager@lawrencewp.com](mailto:manager@lawrencewp.com) **no later than 4:30 pm on 04/30/2021. Please put "HEALTH OFFICER POSITION" in the subject line of the email.**

**AN EQUAL OPPORTUNITY EMPLOYER**

# TOWNSHIP OF LAWRENCE

---

2207 LAWRENCE ROAD  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

---

(609) 844- 7067

**Department:** Lawrence Township Recreation

**Position:** Recreation Leader

**Hours:** Monday-Friday, 8:30am-4:30pm available to work weekends, evenings and holidays when necessary for programs or special events.

The Lawrence Township Recreation Department is seeking a full-time Recreation Leader. Job duties and responsibilities include but are not limited to organize and implement a variety of community-based recreation and aquatic programs for youth, adult and seniors. This also includes implementing and creating new programs including but not limited to art, fitness, nature programs, and special events. The Recreation Leader also includes recruiting and evaluating seasonal staff. The Recreation Leader also prepares program budgets, requisitions, monitors expenditures, timekeeping, timesheets, scheduling for use of recreation facilities; and performs related work as required. This individual will promote programs, provide assistance to community-initiated programs as needed including through advertising and promotional efforts. The position works with leadership in creating content, maintaining, and promoting recreation social media account and website page. Applicants should be high energy and creative. Strong background in organization, planning and execution a must.

**Preferred Certifications/Experience:** Minimum of one (1) year of experience in the field(s) of municipal/county/state recreation; online registration systems/software experience desired/Community Pass system experience a plus. Relevant certifications/licenses preferred but not required, such as state or national certifications and CPR, and/or 1<sup>st</sup> Aid/AED. A Bachelor's Degree in Community Recreation, Recreation Management, or associated field preferred. Must have a valid NJ driver's license; Must satisfy employer paid physical, drug screen and criminal background check; NJ residency required by State Statute. R.S.52:14-7.

Send cover letter, resume and Lawrence Township employment application to:  
Township of Lawrence  
2207 Lawrence Road  
Lawrence, New Jersey 08648.  
Attn: Managers Office.

The Township reserves the right to interview candidates prior to the closing date for responses. Employment applications can be found on the Lawrence Township website:  
[LTJobApplication.pdf \(lawrencetwp.com\)](#)

Deadline: April 9, 2021

Salary Range: \$40,042 - \$61,461

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – RECREATION DEPARTMENT**

**TITLE: RECREATION LEADER**

**SALARY: \$40,042-\$61,461**

**SCHEDULE: MONDAY-FRIDAY**

**(Schedule may vary)**

## **DEFINITION:**

**Under supervision, leads, organizes and oversees recreational programs and activities for an assigned group; assists with activity planning, implementation and evaluation; does other related work as required.**

## **DISTINGUISHING CHARACTERISTICS:**

**Positions in this class differ from Recreation Aide due to greater responsibility for planning and overseeing specific recreation program activities. Positions in this class differ from Recreation Supervisor due to greater involvement and participation in specific program activities.**

**NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.**

## **EXAMPLES OF WORK:**

**Leads, oversees and participates in recreational program activities in a recreation center or other facility.**

**Ensures program guidelines and safety practices are followed; immediately responds to potentially hazardous situations to avoid accidents or injury; reports all accidents to supervisor.**

**Instructs individuals and groups in area of specialty (e.g. arts & crafts, boxing, drama, senior citizen activities, sports, social recreation, etc.).**

**Assists with curriculum planning and developing specific activities; implements program plans and makes recommendations for new activities.**

**Demonstrates and explains the concepts, techniques, procedures, rules and regulations used in the recreation program.**

**Assists in directing tournaments, socials, dances, seminars and other special events.**

**Oversees assigned functional areas of the center such as the gymnasium, auditorium, athletic field, game room or handicrafts.**

**May perform field preparation duties for sports and other programs (e.g. baseball, softball, football, etc.)**

**Maintains inventory of supplies and equipment; ensures the proper use of equipment.**

**Prepares and maintains records and reports of plans, program activities, and attendance.**

**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.**

#### **REQUIREMENTS:**

##### **LICENSE:**

**Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.**

##### **KNOWLEDGE AND ABILITIES:**

**Knowledge of safety practices and procedures as they relate to various recreational activities.**

**Ability to plan and conduct effective instructional tasks.**

**Ability to promote and organize recreation programs.**

**Ability to instruct, lead and motivate participants.**

**Ability to effectively organize program activities.**

**Ability to identify potentially dangerous or hazardous situations.**

**Ability to maintain discipline and enforce safety policies and procedures.**

**Ability to establish and maintain good working relationships with participants, associates and the public.**

**Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.**

**Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.**

**Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation**

**cannot be made because it would cause the employer undue hardship, such persons may not be eligible.**

**Posted: 04/29/2021**

# TOWNSHIP OF LAWRENCE

2207 LAWRENCE ROAD

LAWRENCE TOWNSHIP, NEW JERSEY 08648

Recreation Department

609.844.7067

email: [nbergen@lawrencetwp.com](mailto:nbergen@lawrencetwp.com)

**Department:** Lawrence Township Recreation

**Position:** Recreation Leader

**Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m. Must be available to work weekends, evenings and holidays when necessary for programs or special events.

The Lawrence Township Recreation Department is seeking a full time Recreation Leader. Job duties and responsibilities include but are not limited to organize and implement a variety of community-based recreation and aquatic programs for youth, adult and seniors. This also includes implementing and creating new programs including but not limited to art, fitness, nature programs, and special events. The Recreation Leader responsibilities will also include recruiting and evaluating seasonal staff. The Recreation Leader will prepare program budgets and requisitions, monitors expenditures, timekeeping, timesheets, scheduling the use of recreation facilities; and performs related work as required. This individual will promote programs, provide assistance to community-initiated programs as needed including through advertising and promotional efforts. The position works with leadership in creating content, maintaining, and promoting recreation social media account and website page. Applicants should be high energy and creative. Strong background in organization, planning and execution a must.

**Preferred Certifications/Experience:** Minimum of one (1) year of experience in the field(s) of municipal/county/state recreation; online registration systems/software experience desired/Community Pass system experience a plus. Relevant certifications/licenses preferred but not required, such as state or national certifications and CPR, and/or First Aid/AED. A Bachelor's Degree in Community Recreation, Recreation Management, or associated field preferred. Must have a valid NJ driver's license. Must satisfy employer paid physical, drug screen and criminal background check. NJ residency required by State Statute. R.S.52:14-7.

Send cover letter, resume and Lawrence Township employment application to:

Township of Lawrence  
2207 Lawrence Road  
Lawrence Township, New Jersey 08648.  
Attn: Manager's Office

The Township reserves the right to interview candidates prior to the closing date for responses. Employment applications can be found on the [Lawrence Township website](#).

**Deadline:** September 17, 2021

**Salary Range:** \$40,042 - \$61,461



### Lawrence Township Recreation Department

Published by Nancy Lawrencerec · February 19, 2020 ·



Employment opportunities are now available for seasonal and year-round positions(lifeguards/swim instructors) with the Lawrence Township Recreation Department. Employment applications can be dropped off at the Lawrence Recreation Department, 2207 Lawrence Road, Lawrence Township. Call us if you have any questions or inquiries. 609-844-7067. Employment applications are available here:<http://www.lawrencetwp.com/.../manager/LTJobApplication.pdf>

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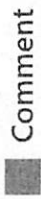


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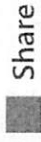
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Like



Comment



Share





### Lawrence Township Recreation Department

Published by Megan Cook · December 14, 2020 ·



Lawrence Township Public Works Department is currently looking for hard-working individuals to do manual snow shoveling on an as needed basis. The job will be to perform manual snow shoveling in different locations throughout Lawrence Township. Work is only available on days that it snows. Must be 18 years of age.

Rate: \$20.00 per hour.

Job Type: Hourly, Part-Time

Please fill out the application at the link below and drop it off in the mailbox at the North Entrance of the Mu... [See more](#)

Edit



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Like

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Lawrence Township, NJ (Mercer County) Recreation Department is seeking a full time Recreation Leader. Salary Range: \$40,042-\$61,461 For more information please contact nbergen@lawrencetwp.com. Thank you

**WE'RE HIRING**

*Join* **OUR TEAM**

LAWRENCE TOWNSHIP, N.J.  
RECREATION DEPARTMENT  
IS HIRING A  
RECREATION LEADER!

STAFF

RECREATION

EMAIL: NBERGEN@LAWRENCETWP.COM  
WWW.LAWRENCETWP.COM  
809-644-7067



**LAWRENCE TOWNSHIP**

**HELP WANTED**

**LIFEGUARDS**

**WANTED**

PLEASE CONTACT THE LAWRENCE RECREATION DEPARTMENT  
[RECREATION@LAWRENCETWP.COM](mailto:RECREATION@LAWRENCETWP.COM)  
609-844-7064

POOL IS LOCATED AT LAWRENCE HIGH SCHOOL  
TRAINING CLASSES OFFERED  
WEEKNIGHTS AND SATURDAY HOURS



### Lawrence Township Recreation Department

Published by Nancy Lawrencerec · February 8 at 4:36 PM ·

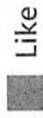
#### !! Lifeguards Needed !!

Great pay, flexible hours, weeknights and Saturday hours available. Pool is located at Lawrence High School. Training classes offered. Must be 16 years or older. Please contact the Lawrence Township Recreation Department at 609-844-7067 or [recreation@lawrencetwp.com](mailto:recreation@lawrencetwp.com) for more information. Please share!!

Edit



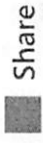
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Like



Comment

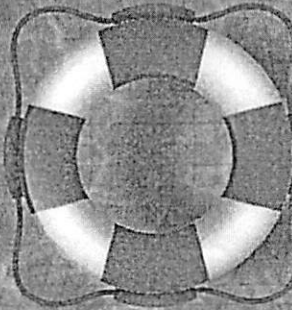


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# LAWRENCE TOWNSHIP



WE ARE  
HIRING

# LIFEGUARDS

PLEASE CONTACT THE LAWRENCE RECREATION DEPARTMENT

RECREATION@LAWRENCETWP.COM

609-844-7064

POOL IS LOCATED AT LAWRENCE HIGH SCHOOL

## POOL HOURS

SUMMER- M-F 9-6PM SATURDAYS 9-3PM

FALL/WINTER/SPRING - M-F 6-9PM SATURDAYS 12-6PM

Lawrence Township Recreation Department  
Published by Nancy Lawrence on August 9 at 7:57 PM

We are hiring lifeguards. Great work hours for High School or College Students! Fill out the employment application here.  
[https://www.lawrencetwp.com/11\\_Job\\_ApplicationFill.pdf](https://www.lawrencetwp.com/11_Job_ApplicationFill.pdf)

<https://www.lawrencetwp.com/ApplicationEmployment>

7 1 Comment 9 Shares

Like Comment Share

Most relevant

Natalia Apple  
Is the pool closed on 08/13?  
12:50pm - no one is here

Like Reply Hide

Comment as Lawrence...



Contact the Recreation Department to receive further information (609) 844-7065



**Lawrence Township Recreation Department**

Published by Emily Kurlander · March 15, 2022 ·



In need of a part-time position? Join our team!  
Contact the Recreation Department (609) 844-7065

Edit



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1 8

Like

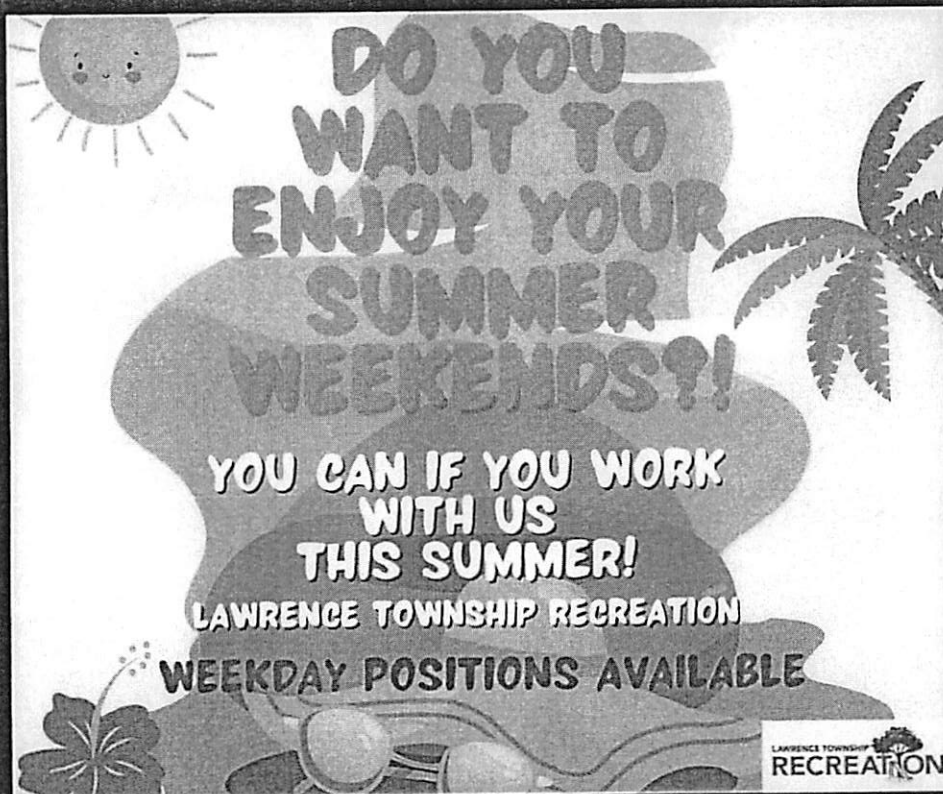
Comment

Share

Most relevant

Most Relevant is selected, so some comments may have been filtered out.





 **Lawrence Township Recreation Department** Published by Emily Kurlander · April 7 ·

**SUMMER JOB ALERT**

Summer Camp Leaders/Counselors/Certified Teachers

Monday-Friday 9am – 4pm  
6 Weeks: June 27th – August 5th

Nature Camp Counselors

Monday-Friday 9am – 4pm

Week 1: July 11th – 15th

Week 2: August 1st – 5th

Week 3: August 15th – 19th

Week 4: August 22nd – 26th

Art Camp Counselor

Monday-Friday 9am – 12pm

2 Weeks: July 18th – July 29th

Complete the application below

<https://www.lawrencetwp.com/ApplicationEmployment> See less

Edit

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2 Comments 11 Shares

Like Comment Share

Most relevant

 **Nick Sferra**  
How old is minimum age to work?

Like Reply Hide 19w

 **Lawrence Township Recreation Department**  
Nick Sferra 16 years old

Like Reply

 Comment as Lawrenc...    

## **Employment Opportunities**

Fill out an Application for Employment online.

Download a printable version [Here](#).

Lawrence Township is an Equal Opportunity Employer. As a "civil service community," Lawrence Township is subject to the rules and regulations of the New Jersey Civil Service Commission.

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. "The New Jersey First Act" (P.L. 2011, c.70)

Regarding terms and conditions of employment, most employees are covered by employment agreements negotiated between a union or association and the Township Manager and subject to approval by Township Council. There are six (6) such bargaining units.

### **Laborer - Public Works Department**

**Full time position. Applicants must be a resident of the State of New Jersey or must relocate within one year of employment date. A New Jersey State CDL Class "A" or "B" license is preferred. Seeking applicants with grounds maintenance/outdoor laborer experience. Must be available for snow and ice removal. Send copies of resume to Kevin P. Nerwinski, Esq., Township Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648**

### **School Crossing Guards**

**Anyone interested in the position of School Crossing Guard is asked to contact the office of the Chief of Police at 609.844.7102.**

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – DEPARTMENT OF PUBLIC WORKS**

**TITLE: MAINTENANCE REPAIRER**

**SALARY: \$39,749-\$61,875**

**HOURS OF WORK: 7:00 A.M. – 3:00 P.M.**

## **DEFINITION**

Under direction performs a variety of routine maintenance and repair tasks involved in masonry, plastering, carpentry, painting, plumbing, steam fitting, sheet metal, electrical, glazing, mechanical, and/or other types of maintenance work; does related work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

Erects simple forms, mixes cement and aggregates, pours same, and does the finishing work involved in concrete structures.

Patches and repairs brick and concrete structures.

Repairs damaged plastered walls and ceilings.

Spackles, and paints interior and exterior metal, wood, and masonry surfaces.

Repairs plumbing stoppages and repairs leaks in copper, soil, and iron pipe.

Replaces washers and gaskets, and makes general service repairs.

Does general sheet metal work involved in repairing roofs, drain boards, and rainspouts.

Replaces light bulbs, fuses, wall plates, fixture cords, and switches.

Replaces broken glass and reputties.

Changes lubricants, refuels, and does light maintenance work on equipment and vehicles.

Cleans tools and equipment.

Keeps simple records.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

**NOTE:** The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of standard tools, materials, methods, practices, occupational hazards, and safety precautions involved in performing general maintenance and repair work.

Ability to understand, remember, and carry out oral and written directions.

Ability to take safety precautions in performing the work.

Ability to obtain, store, safeguard, distribute, and properly use equipment, materials, and supplies.

Ability to maintain simple records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Fire Prevention Specialist- Lawrence Township- Mercer County

Salary Range \$56,144 - \$77,128

Hours of Employment – Monday – Friday 8:30 am to 4:30 pm

Lawrence Township is seeking a full time Fire Prevention Specialist to work under direction of the Fire Official. Immediate opening, applicants must possess a valid Fire Inspector and/or Fire Official Certification issued by the New Jersey Division of Fire Safety. Hotel and Multiple Dwelling Certification issued by the New Jersey Department of Community Affairs required. Candidates must have knowledge in enforcement of New Jersey Fire Codes and be computer proficient, knowledge of ESP software a plus. Employment application available at <https://www.lawrencetwp.com/ApplicationEmployment>, please upload resume to application.

Complete job description available on the New Jersey Civil Service Commission website:  
<https://info.csc.state.nj.us/jobspec/06356.htm>

**Laborer – Township of Lawrence – Mercer County - Public Works Department, Full-Time.** Applicants must be a resident of the State of New Jersey or must relocate within one year of employment date. Applicants must have a New Jersey State CDL Class “A” or “B” license with air brake endorsement. Seeking applicants with grounds maintenance/outdoor laborer experience. Snow removal experience is a plus. Send copies of resume to Kevin P. Nerwinski, Esq., Township Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648

**Maintenance Repairer – Public Works Department, Full-Time.** Applicants must be a resident of the State of New Jersey or must relocate within one year of employment date. Applicants must have significant experience with HVAC repairs and preventive maintenance, plumbing, electrical, carpentry, painting, and related building maintenance and repair work. Snow removal and reporting for after-hours emergencies is mandatory. Applicants will need to verify experience and employment. Class "A" CDL with air brake endorsement is preferred. Send copies of resume to Kevin P. Nerwinski, Township Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648.

**Seasonal Maintenance – Township of Lawrence – Mercer County - Public Works Department**, Hours are 7:00 am – 3:00 pm, Monday-Friday. Duties include grass cutting, weed trimming, mulching, litter abatement and general maintenance duties. Send copies of resume to Kevin P. Nerwinski, Esq., Township Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648.

**MUNICIPAL PROSECUTOR – LAWRENCE TOWNSHIP, (MERCER COUNTY).** **DEFINITION:** Prosecutes violations of criminal and motor vehicle statutes on behalf of the State and, in addition, prosecutes violations of municipal ordinances on behalf of the municipality; does related work as required. **SCHEDULE:** Court sessions are Monday afternoon from 4:00 PM to conclusion; Tuesday and Wednesday (morning session starts at 8:00 AM and afternoon starts at 1:00 PM). Special sessions are scheduled from time to time on Friday mornings. The position requires not less than 25 hours of work per week. **EXAMPLES OF WORK:** Prosecutes contested motor vehicle cases, municipal ordinances violations, and disorderly person's charges. **REQUIREMENTS: EDUCATION:** Admission to practice as an Attorney-at-Law in the State of New Jersey. **EXPERIENCE:** Five (5) years of experience as an Attorney-at-Law and at least two years of practice in municipal court either as a prosecutor or defense attorney. **KNOWLEDGE AND ABILITIES:** Knowledge of 1) municipal court practice and procedure; 2) state statutes and municipal ordinances and their application to specific cases; 2) of the problems involved in interpreting legal documents and in preparing answers, stipulations, briefs, transcripts of records, and the preparation of memoranda relating to the law and suitable answers. Ability to: 1) interpret existing laws and ordinances; 2) to plan and put into operation the necessary legal steps on behalf of the municipality in litigated cases; 3) to prepare answers, stipulations, briefs, and decrees; 4) to confer with members of the bar and with other persons interested in or concerned with the work of the municipality; 5) to learn to utilize various types of electronic and manual recording information systems used by the agency, office, or related units; and 6) to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. Salary range: \$45,000 to \$55,000 depending on experience. NOTE: This is an appointed position with a one-year term effective January 1 and ends December 31. Submit resume to Kevin P. Nerwinski, Esq., Municipal Manager/QPA by email to [knerwinski@lawrencetwp.com](mailto:knerwinski@lawrencetwp.com)

## **MUNICIPAL PROSECUTOR – TOWNSHIP OF LAWRENCE (MERCER COUNTY)**

### **DEFINITION**

Prosecutes violations of criminal and motor vehicle statutes on behalf of the State and, in addition, prosecutes violations of municipal ordinances on behalf of the municipality; does related work as required.

### **SCHEDULE**

Court sessions are Monday afternoon from 4:00 PM to conclusion; Tuesday and Wednesday (morning session starts at 8:00 AM and afternoon starts at 1:00 PM). Special sessions are scheduled from time to time on Friday mornings. The position requires not less than 25 hours of work per week.

### **EXAMPLES OF WORK**

Prosecutes contested motor vehicle cases, municipal ordinances violations, and disorderly person's charges.

### **REQUIREMENTS:**

#### **EDUCATION:**

Admission to practice as an Attorney-at-Law in the State of New Jersey.

#### **EXPERIENCE:**

Five (5) years of experience as an Attorney-at-Law and at least two years of practice in municipal court either as a prosecutor or defense attorney.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of 1) municipal court practice and procedure; 2) state statutes and municipal ordinances and their application to specific cases; 3) of the problems involved in interpreting legal documents and in preparing answers, stipulations, briefs, transcripts of records, and the preparation of memoranda relating to the law and suitable answers.

Ability to: 1) interpret existing laws and ordinances; 2) to plan and put into operation the necessary legal steps on behalf of the municipality in litigated cases; 3) to prepare answers, stipulations, briefs, and decrees; 4) to confer with members of the bar and with other persons interested in or concerned with the work of the municipality; 5) to learn to utilize various types of electronic and manual recording information systems used by the agency, office, or related units; and 6) to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

Salary range: \$45,000 to \$55,000 depending on experience.

**NOTE:** This is an appointed position with a one-year term effective January 1 and ends December 31.

Submit resume to Kevin P. Nerwinski, Esq., Municipal Manager/QPA by email to [knerwinski@lawrencetwp.com](mailto:knerwinski@lawrencetwp.com)

# **TOWNSHIP OF LAWRENCE**

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2207 LAWRENCE ROAD  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

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(609) 844- 7005

## **Temporary Public Health Nurse**

Lawrence Township, Mercer County is recruiting for the position of temporary Public Health Nurse for the months of July and August. Employee will use knowledge from nursing, social and public health sciences to promote and protect the health of the community through the performance of core public health functions and the delivery of essential public health services; does related work as required.

Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey and will be required to possess a driver's license valid in New Jersey.

Interested individuals should complete employment application and submit to the Lawrence Township Municipal Manager's Office at the above address.

# TOWNSHIP OF LAWRENCE

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2207 LAWRENCE ROAD  
LAWRENCE TOWNSHIP, NEW JERSEY 08648

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(609) 844- 7005

## **Full-Time Public Health Nurse – Provisional - Lawrence Township**

Lawrence Township, Mercer County is recruiting for the position of a Full-Time Public Health Nurse. Under the direction of the Health Officer, the employee teaches, counsels, conducts epidemiological investigations and provides public health nursing services in homes, clinics and schools to individuals and families in the community. Employee will use knowledge from nursing, social and public health sciences to promote and protect the health of the community through the performance of core public health functions and the delivery of essential public health services; does related work as required.

### ***Examples of work include:***

Responds to health questions by individuals and/or families during home visits, in clinics or schools or, while giving health demonstrations and lectures to community groups to educate the public on preventive health measures.

Visits homes of individuals and/or families in the community and gathers initial background information used to assess their health needs and problems to develop a health care plan.

Implements actions to curtail the spread of communicable diseases by instructing high-risk individuals or groups in the proper control measures.

Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors.

Measures patients' temperature, blood pressure, pulse, height, and weight to record the patients' vital signs and growth process.

Administers hearing and vision tests to screen possible hearing and vision problems and refers these problems to physicians.

Administers medication in homes and/or as prescribed by physician to implement and maintain the health care treatment plan.

Maintains medical records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

***The examples of work are for illustrative purposes only. Conversely, all duties performed on the job may not be listed.***

***Requirements:***

***Education:***

Graduation from an accredited college or university with a Bachelor's Degree in Nursing or Public Health.

***Experience:***

One (1) year of experience in a public health field or, nursing experience gained while working under the close supervision of a licensed public health nurse.

***License:***

Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey.

Appointees will be required to possess a driver's license valid in New Jersey.

***Hours:***

Monday- Friday 8:30 AM – 4:30 PM with weekends as needed

***Provisional paragraph:***

Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Applications and Civil Service job specifications can be obtained in the Lawrence Township Municipal Building (Managers Office), 2207 Lawrence Road, Lawrence, New Jersey 08648 or [www.lawrencetwp.com](http://www.lawrencetwp.com). Salary range \$56,441 - \$81,462. Send cover letter, resume and Lawrence Township employment application to Township of Lawrence 2207 Lawrence Road, Lawrence, New Jersey 08648. Attn: Manager's Office or e-mail: [manager@lawrencetwp.com](mailto:manager@lawrencetwp.com). The Township reserves the right to interview candidates prior to the closing date for responses.

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. "The New Jersey First Act" (P.L. 2011, c.70)



## **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – Emergency Management**

**TITLE: Emergency Medical Technician**

**HOURS OF WORK: Per-Diem**

**Pay Rate: \$22.60**

### **DEFINITION**

Lawrence Township is accepting applications for per-diem EMTs. The applicant must possess a valid New Jersey EMT Certification, AHA CPR for Healthcare provider Trauma Life Support (PHTLS) or BTLIS or ITLS (preferred within one year), Incident Command ICS 100 and 200, NIMS IS 700 and 800, CBRNE Awareness and Hazmat Awareness Training Certificates required. A valid NJ driver's license with unrestricted motor vehicle driving privileges with ability to be approved as a driver with Township's insurance. Two years EMS emergency driving experience preferred with completion of a CEVO or EVOC driver-training program. Two years of active EMS experience preferred.

**Employees interested in applying must submit a letter of interest and resume with copies of the required certification listed above in writing, to:**

**Township of Lawrence  
Jack Oakley  
Director OEM and Emergency Services  
joakley@lawrencetwp.com  
609-844-7113 (Office)  
609-847-2658 (Cell)**

**Lawrence Township is an Affirmative Action and Equal Opportunity Employee**

## **Mechanic Diesel/Hydraulic**

Full Time Position - Must have two (2) two years of experience in the installation, maintenance, and repair of diesel engines, motor vehicles, hydraulic systems and equipment. CDL Class "A" is desired. (ASE) Certifications desirable (Engine Repair, Electrical, Engine Performance). Successful completion of (1) year of training in automotive technology at an accredited community college or vocational school. Must be available for emergency snow and ice removal. Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Applications and Civil Service job specifications can be obtained at the Lawrence Township Municipal Building (Manager's Office), 2207 Lawrence Rd., Lawrence, NJ 08648 or [lawrencetwp.com](http://lawrencetwp.com).

# TOWNSHIP OF LAWRENCE

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2207 LAWRENCE ROAD

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LAWRENCE TOWNSHIP, NEW JERSEY 08648

**Public Works – Mechanic Diesel/Mechanic Hydraulics – Full Time Position – Must have two (2) years of experience in the installation, maintenance and repair of engines, motor vehicles, hydraulic systems and equipment. CDL Class “A” is desired. (ASE) Certifications desirable (Engine Repair, Electrical, Engine Performance). Successful completion of (1) year of training in automotive technology at an accredited community college or vocational school. Must be available for emergency snow and ice removal. Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. Applications and Civil Service job specification can be obtained by viewing the Lawrence Township website; <http://www.lawrencetwp.com/manager.html> Please email your application and resume to Yvette Martinette at [ymartinette@lawrencetwp.com](mailto:ymartinette@lawrencetwp.com)**

**Job Type: Full-time**

**Salary: \$54,810/year**

## **Job description**

**Mechanic – Full Time Position – Must have two (2) years of experience in the installation, maintenance and repair of engines, motor vehicles and equipment. CDL Class “A” is desired. (ASE) Certifications desirable (Engine Repair, Electrical, Engine Performance). Successful completion of (1) year of training in automotive technology at an accredited community college or vocational school. Must be available for emergency snow and ice removal. Provisional appointment pending a Civil Service Examination. Individuals who accept provisional appointments and have no permanent underlying status are not provided the rights and protection under Title 4A of the New Jersey Administrative Code. Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Applications are available on the Lawrence Township website.**

**Job Type: Full-time**

**Salary: \$45,821.00 - \$75,154.00 per year**

**Benefits:**

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off

**Schedule:**

- 8 hour shift

**Ability to commute/relocate:**

- Township of Lawrence, NJ: Reliably commute or planning to relocate before starting work (Preferred)

**Experience:**

- Diesel Engine, Truck & Heavy Equipment Mechanics: 1 year (Preferred)
- Diesel engine repair: 1 year (Preferred)
- Mechanical knowledge: 1 year (Preferred)

**Work Location:** One location

**Details**

**Created:** April 21, 2022

**Views:** 95

**Candidates:** 6 total

**Budget**

**Job budget:** Not sponsored

**Promote this job for more candidates:**

©2022 Indeed

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# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – Municipal Clerk**

**TITLE: CASHIER – Full Time**

**Salary Range \$32,985 - \$48,168 Annually**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 8:30AM TO 4:30PM**

## **DEFINITION**

Under supervision, performs varied assignments of limited complexity, involved in the receipt and disbursement of money; answers routine inquiries; may issue receipts and post, bill, and/or maintain accounts; adds and subtracts totals manually and/or uses a cash register, calculator, and/or other type of office machine; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE:** Appointments may be made to positions requiring bilingual skills.

## **00978 - Bilingual in Spanish and English**

### **SPECIAL SKILL**

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

## **EXAMPLES OF WORK:**

Through the mail and over the counter, receives cash and/or checks for payment of rental fees, taxes, water fees, licenses, electric services, hospital bills, and so forth.

Operates a cash register to list and total the price of individual items purchased, collect cash and make change, and reconcile cash receipts with the cash register tape.

May prepare simple financial statements by adding or subtracting totals to provide specific information needed.

Totals cash and/or checks received and verifies amount with either register tape, receipts, terminal, and so forth, to ensure correct amount received.

Totals cash and checks for bank deposit.

Follows established guidelines and computes interest of bills which are delinquent.

Posts items to accounts manually or uses bookkeeping machine, terminal, and so forth.

May answer the phone and transfer calls.

Answers routine inquiries from customers at the counter or over the phone, such as late charge fee, price of licenses, cost of items, closing time, and so forth.

Maintains records and files.

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.

## **REQUIREMENTS:**

### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of arithmetic computation such as discount and interest, and of how to add, subtract, multiply, and divide all units of measure.

Ability to count and record numerical data.

Ability to perform basic arithmetic computations such as addition, subtraction, division, and multiplication.

Ability to follow detailed oral and written directions.

Ability to establish and maintain good working relationships with coworkers.

Ability to deal courteously with the general public.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Posted 04/29/2022**

# **TOWNSHIP OF LAWRENCE**

2207 Lawrence Road  
Lawrence Township, New Jersey 08648

609-844-7063  
ymartinsttc@lawrencetwp.com

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## **Job Posting**

**Position: Fire Prevention Specialist**

**Posting Date: May 9, 2022**

**Closing Date: May 31, 2022**

**Salary Range: \$54,909 - \$75,431**

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Lawrence Township is seeking a full-time Fire Prevention Specialist to work under the direction of the Fire Official. Immediate opening, applicants must possess a valid Fire Inspector and/or Fire Official Certification issued by the New Jersey Division of Fire Safety. Hotel and Multiple Dwelling Certification issued by the New Jersey Department of Community Affairs is required. Candidates must have knowledge in enforcement of New Jersey Fire Codes and be computer proficient, knowledge of ESP software a plus. Employment application are available on our website:

<https://www.lawrencetwp.com/ApplicationEmployment>, please upload resume to application.

Complete job description available on the New Jersey Civil Service Commission website:

<https://info.csc.state.nj.us/jobspec/06356.htm>

# **TOWNSHIP OF LAWRENCE**

2207 Lawrence Road  
Lawrence Township, New Jersey 08648

609-844-7005  
ymartinette@lawrencetwp.com

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## **Job Posting**

**Position:** Payroll Clerk

**Posting Date:** June 1, 2022

**Closing Date:** June 30, 2022

**Salary Range:** \$58,815 - \$83,707

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Lawrence Township is seeking a full-time Payroll Clerk position in the Finance Department. Responsible for payroll and attendance administration. Includes computing payroll checks, retroactive salary payments, pension calculation and reporting. Excellent organizational skills and have the ability to multi-task. Responsibilities will include, but not limited to, providing office support and general clerical tasks such as answering phones, filing and copying. Experience with PrimePoint Payroll and Time and Labor Modules preferred. Proficiency with Microsoft Outlook, Word, Excel and Access. Applicant must be detail oriented, accurate, self-directed and able to maintain confidentiality. Ability to keep accurate records and willing to work productively with minimal direction.

<https://www.lawrencetwp.com/ApplicationEmployment>, please upload resume to application.

# Municipal Court Career Opportunity

**MUNICIPALITY:** Township of Lawrence  
**VICINAGE:** Mercer County  
**POSITION TITLE:** Cashier Full Time  
**POSTING DATE:** 6/10/22  
**DEADLINE DATE:** 6/24/2022  
**SALARY RANGE:** \$33,645-\$49,131 Annually

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## Position Description:

**Under supervision, performs varied assignments of limited complexity, involved in the receipt and disbursement of money; answers routine inquiries; may issue receipts and post, bill, and/or maintain accounts; adds and subtracts totals manually and/or uses a cash register, calculator, and/or other type of office machine; does other related duties as required.**

**Please email resume by June 24, 2022 to: Nicole Finacchio, CMCA  
nicole.finacchio@njcourts.gov.**

**The Lawrence Township Municipal Court is an Equal Opportunity Employer.**

**\*\* NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.

## Job description

**PUBLIC HEALTH NURSE DEFINITION:** Under direction, teaches, counsels, conducts epidemiological investigations, and provides public health nursing services in homes, clinics, and schools to individuals and families in the community for a public health agency; uses knowledge from nursing, social and public health sciences to promote and protect the health of populations through the performance of core public health functions and the delivery of essential public health services; does related work as required. **NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed. **NOTE:** Appointments may be made to positions requiring bilingual skills. **07186- Bilingual in Spanish and English. SPECIAL SKILL** Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position

. **EXAMPLES OF WORK:** Responds to health questions by individuals and/or families during home visits, in clinics or schools or, while giving health demonstrations and lectures to community groups to educate the public on preventive health measures. Visits homes of individuals and/or families in the community and gathers initial background information used to assess their health needs and problems to develop a health care plan. Interviews patients and/or families to evaluate health needs or environmental hazards in the homes. Evaluates effectiveness of a family care plan and nursing services provided. Implements actions to curtail the spread of communicable diseases by instructing high-risk individuals or groups in the proper control measures. Develops health care plans for resolving complex and/or multifaceted problems as part of a team of health care professionals. Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors. Measures patients' temperature, blood pressure, pulse, height, and weight to record the patients' vital signs and growth process. Administers hearing and vision tests to screen possible hearing and vision problems and refers these problems to the physician. Administers medication in homes and/or clinics as prescribed by the physician to implement and maintain the health care treatment plan. Observes patients' reactions to prescribed medication to manage the stable phase of chronic illnesses such as diabetes, hypertension, and/or tuberculosis. Maintains medical records and files. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**REQUIREMENTS: EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree in Nursing or Public Health.

**EXPERIENCE:** One (1) year of experience in a public health field or, nursing experience gained while working under the close supervision of a licensed public health nurse. **NOTE:** Nursing experience in a public health field may include experience with volunteer work, community service, or employment with a Visiting Nurse Association, hospital or other community-based public health partner agency, organization or health department that provides direct public health services to the population or, that contracts such services to local health departments. **NOTE:** Appointees are required to complete a course in population-based public health nursing within one (1) year of appointment.

**LICENSE:** Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:** Knowledge of the principles and practices of public health nursing. Knowledge of pharmaceuticals, side effects, and possible complications of use. Knowledge of health counseling methods. Knowledge of standard nursing procedures. Knowledge of interview techniques, and the methods used to gather data. Knowledge of community resources likely to be needed by the client population served. Knowledge of first aid procedures. Ability to recognize adverse signs and symptoms in patients. Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program. Ability to evaluate health needs and environmental hazards. Ability to provide health counseling to patients and families. Ability to conduct home visits and gather information. Ability to take temperature and blood pressure readings, and administer tests and medications. Ability to develop health care plans in conjunction with other professionals. Ability to select proper nursing procedures and techniques of patient care. Ability to maintain medical records and files. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. "The New Jersey First Act" (P.L. 2011, c.70)

**Job Type:** Full-time

**Salary:** \$56,441.00 - \$81,462.00 per year

**Benefits:**

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Paid time off
- Retirement plan

**Schedule:**

- Monday to Friday

**Education:**

- Bachelor's (Required)

**License/Certification:**

- Registration as Professional Nurse in the State of NJ (Required)

**Work Location:** One location

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – Municipal Court**

**TITLE: CASHIER – Full Time**

**Salary Range \$33,645 - \$49,131 Annually**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 8:00AM TO 4:00PM**

## **DEFINITION**

Under supervision, performs varied assignments of limited complexity, involved in the receipt and disbursement of money; answers routine inquiries; may issue receipts and post, bill, and/or maintain accounts; adds and subtracts totals manually and/or uses a cash register, calculator, and/or other type of office machine; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE:** Appointments may be made to positions requiring bilingual skills.

## **00978 - Bilingual in Spanish and English**

### **SPECIAL SKILL**

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

## **EXAMPLES OF WORK:**

Through the mail and over the counter, receives cash and/or checks for payment of rental fees, taxes, water fees, licenses, electric services, hospital bills, and so forth.

Operates a cash register to list and total the price of individual items purchased, collect cash and make change, and reconcile cash receipts with the cash register tape.

May prepare simple financial statements by adding or subtracting totals to provide specific information needed.

Totals cash and/or checks received and verifies amount with either register tape, receipts, terminal, and so forth, to ensure correct amount received.

Totals cash and checks for bank deposit.

Follows established guidelines and computes interest of bills which are delinquent.

Posts items to accounts manually or uses bookkeeping machine, terminal, and so forth.

May answer the phone and transfer calls.

Answers routine inquiries from customers at the counter or over the phone, such as late charge fee, price of licenses, cost of items, closing time, and so forth.

Maintains records and files.

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.

## **REQUIREMENTS:**

### **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of arithmetic computation such as discount and interest, and of how to add, subtract, multiply, and divide all units of measure.

Ability to count and record numerical data.

Ability to perform basic arithmetic computations such as addition, subtraction, division, and multiplication.

Ability to follow detailed oral and written directions.

Ability to establish and maintain good working relationships with coworkers.

Ability to deal courteously with the general public.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Posted 06/08/2022**

# **TOWNSHIP OF LAWRENCE**

2207 Lawrence Road  
Lawrence Township, New Jersey 08648

609-844-7005  
ymartinette@lawrencetwp.com

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## **Job Posting**

**Position:** Fire Prevention Specialist

**Posting Date:** June 17, 2022

**Closing Date:** July 15, 2022

**Salary Range:** \$54,909 - \$75,431

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Lawrence Township is seeking a full-time Fire Prevention Specialist to work under the direction of the Fire Official. Immediate opening, applicants must possess a valid Fire Inspector and/or Fire Official Certification issued by the New Jersey Division of Fire Safety. Hotel and Multiple Dwelling Certification issued by the New Jersey Department of Community Affairs is required. Candidates must have knowledge in enforcement of New Jersey Fire Codes and be computer proficient, knowledge of ESP software a plus. Employment application are available on our website:

<https://www.lawrencetwp.com/ApplicationEmployment>, please upload resume to application.

Complete job description available on the New Jersey Civil Service Commission website:

<https://info.csc.state.nj.us/jobspec/06356.htm>

# **JOB POSTING**

**DEPARTMENT: TOWNSHIP OF LAWRENCE – TAX ASSESSOR**

**TITLE: ACCOUNT CLERK FULL TIME**

**Hourly Rate: \$15.72/35 hours per week**

**(AFSCME Local 2257 Schedule B)**

**SCHEDULE: MONDAY-FRIDAY**

**HOURS 8:30AM TO 4:30PM**

## **DEFINITION:**

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **EXAMPLES OF WORK:**

- Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.
- Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.
- Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.
- Posts entries in cash books, journals, ledgers, and/or other records.
- Prepares records of cash receipts and disbursements.
- Makes copies and redacts personal information from reports.
- Files reports in sequential order.
- Checks and compares for completeness various types of documents.
- Examines report to ensure that they have the necessary approvals.
- In person and phone contact with citizens to assist with questions and requests.
- Refers errors and irregularities to supervisor.
- Gives routine information in person and over the telephone.
- Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.
- 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.
- Compiling of statistical information upon request.

**REQUIREMENTS:****LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

POSTED: 07/25/2022

# **TOWNSHIP OF LAWRENCE**

2207 Lawrence Road  
Lawrence Township, New Jersey 08648

609-844-7005  
ymartinette@lawrencetwp.com

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## **Job Posting**

Position: Tax Assessment Clerk

Posting Date: July 29, 2022

Closing Date: August 30, 2022

Salary Range: \$28,616 - \$41,280

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LAWRENCE TOWNSHIP (Mercer County) is seeking an Account Clerk in the Tax Assessor's Office. Monday through Friday, 8:30 am to 4:30 pm. Candidate must have strong prioritizing skills with focus on deadlines. Responsibilities will include but not limited to correspondence composition, filing and data input. Must possess strong customer service skills, organized, detail oriented, have excellent verbal and written skills. Proficient in Microsoft Excel and Word, knowledge of BRT a plus. Salary range \$28,616 to \$41,280 annually.

<https://www.lawrencetwp.com/ApplicationEmployment>, please upload resume to application.

## **Job description**

**Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m. Must be available to work weekends, evenings and holidays when necessary for programs or special events.

The Lawrence Township Recreation Department is seeking a full time Recreation Leader. Job duties and responsibilities include but are not limited to organize and implement a variety of community-based recreation and aquatic programs for youth, adult and seniors. This also includes implementing and creating new programs including but not limited to art, fitness, nature programs, and special events. The Recreation Leader responsibilities will also include recruiting and evaluating seasonal staff. The Recreation Leader will prepare program budgets and requisitions, monitors expenditures, timekeeping, timesheets, scheduling the use of recreation facilities; and performs related work as required. This individual will promote programs, provide assistance to community-initiated programs as needed including through advertising and promotional efforts. The position works with leadership in creating content, maintaining, and promoting recreation social media account and website page. Applicants should be high energy and creative. Strong background in organization, planning and execution a must.

**Preferred Certifications/Experience:** Minimum of one (1) year of experience in the field(s) of municipal/county/state recreation; online registration systems/software experience desired/Community Pass system experience a plus. Relevant certifications/licenses preferred but not required, such as state or national certifications and CPR, and/or First Aid/AED. A Bachelor's Degree in Community Recreation, Recreation Management, or associated field preferred. Must have a valid NJ driver's license. Must satisfy employer paid physical, drug screen and criminal background check. NJ residency required by State Statute. R.S.52:14-7.

Send cover letter, resume and Lawrence Township employment application to:

Township of Lawrence

2207 Lawrence Road

Lawrence Township, New Jersey 08648.

Attn: Manager's Office

The Township reserves the right to interview candidates prior to the closing date for responses. Employment applications can be found on the Lawrence Township website.

**Deadline:** September 17, 2021

**Job Type:** Full-time

**Salary:** \$40,042.00 - \$61,461.00 per year

**Benefits:**

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

**Schedule:**

- Holidays
- Monday to Friday
- Overtime
- Weekend availability

**Work Location:**

- Multiple locations

**Work Remotely:**

- No

**Work Location: Multiple Locations**

**Details**

**Created:** August 25, 2021

**Views:** 633

**Candidates:** 47 total

**Budget**

**Job budget:** Not sponsored

**Promote this job for more candidates:**

©2022 Indeed

|                                                                                                           |                   |                                   |
|-----------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------|
| Laborer -1                                                                                                | October 25, 2022  | Township of Lawrence, NJ<br>08648 |
| <input type="radio"/> Mechanic                                                                            | October 13, 2022  | Township of Lawrence,<br>NJ       |
| <input type="radio"/> Recreation Leader                                                                   | September 7, 2022 | Township of Lawrence,<br>NJ 08648 |
| <input type="radio"/> Account Clerk                                                                       | September 7, 2022 | Lawrence Township, NJ<br>08648    |
| <input type="radio"/> Recreation Leader-<br>Recreation<br>Department/Division of<br>Office on Aging       | August 30, 2022   | Township of Lawrence,<br>NJ 08648 |
| <input type="radio"/> Public Health Nurse-<br>Provisional Appointment<br>Pending NJ Civil Service<br>Exam | May 31, 2022      | Township of Lawrence,<br>NJ       |
| <input type="radio"/> Mechanic                                                                            | April 21, 2022    | Township of Lawrence,<br>NJ       |
| <input type="radio"/> Recreation Leader                                                                   | August 25, 2021   | Township of Lawrence,<br>NJ 08648 |
| <input type="radio"/> Public Health Nurse-<br>PROVISIONAL<br>APPOINTMENT                                  | April 22, 2021    | Township of Lawrence,<br>NJ 08648 |

|                       |                                                    |                   |                                   |
|-----------------------|----------------------------------------------------|-------------------|-----------------------------------|
| <input type="radio"/> | Public Health Nurse-<br>PROVISIONAL<br>APPOINTMENT | December 22, 2020 | Township of Lawrence,<br>NJ 08648 |
|-----------------------|----------------------------------------------------|-------------------|-----------------------------------|

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|-----------------------|--------------------------------------------------------------------|-------------------|-----------------------------------|
| <input type="radio"/> | Vulnerable Polulations<br>Outreach Coordinator<br>(VPOC) Full Time | November 25, 2020 | Township of Lawrence,<br>NJ 08648 |
|-----------------------|--------------------------------------------------------------------|-------------------|-----------------------------------|

|                       |            |                  |                                   |
|-----------------------|------------|------------------|-----------------------------------|
| <input type="radio"/> | Laborer -1 | October 15, 2020 | Township of Lawrence,<br>NJ 08648 |
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|-----------------------|---------------------------|-----------------|-----------------------------------|
| <input type="radio"/> | Mechanic Diesel/Hydraulic | August 24, 2020 | Township of Lawrence,<br>NJ 08648 |
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|                       |                                                    |               |                                   |
|-----------------------|----------------------------------------------------|---------------|-----------------------------------|
| <input type="radio"/> | Public Health Nurse-<br>PROVISIONAL<br>APPOINTMENT | June 26, 2020 | Township of Lawrence,<br>NJ 08648 |
|-----------------------|----------------------------------------------------|---------------|-----------------------------------|

|                       |                      |              |                             |
|-----------------------|----------------------|--------------|-----------------------------|
| <input type="radio"/> | Maintenance Repairer | June 9, 2020 | Township of Lawrence,<br>NJ |
|-----------------------|----------------------|--------------|-----------------------------|

|                       |         |                  |                                                                                                                                            |
|-----------------------|---------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> | Laborer | October 14, 2020 | <ul style="list-style-type: none"> <li>• Lawrence Township,<br/>Mercer County, NJ</li> <li>• Township of Lawrence,<br/>NJ 08648</li> </ul> |
|-----------------------|---------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|

|                       |                                  |                 |                                         |
|-----------------------|----------------------------------|-----------------|-----------------------------------------|
| <input type="radio"/> | Building Maintenance<br>Repairer | August 14, 2019 | Lawrence Township,<br>Mercer County, NJ |
|-----------------------|----------------------------------|-----------------|-----------------------------------------|

|                       |                           |               |                                         |
|-----------------------|---------------------------|---------------|-----------------------------------------|
| <input type="radio"/> | Mechanic Diesel/Hydraulic | July 18, 2019 | Lawrence Township,<br>Mercer County, NJ |
|-----------------------|---------------------------|---------------|-----------------------------------------|

|                       |  |  |                                                                                              |
|-----------------------|--|--|----------------------------------------------------------------------------------------------|
| <input type="radio"/> |  |  | <ul style="list-style-type: none"> <li>• Lawrence Township,<br/>Mercer County, NJ</li> </ul> |
|-----------------------|--|--|----------------------------------------------------------------------------------------------|

Laborer-Custodial

April 9, 2019

- Township of Lawrence, NJ



Laborer

January 18, 2019

Lawrence Township,  
Mercer County, NJ

Mechanic Diesel/Hydraulic

January 18, 2019

- Lawrence Township, Mercer County, NJ
- Township of Lawrence, NJ



Maintenance Repairer

November 8, 2018

Lawrence Township,  
Mercer County, NJ

Mechanic

October 31, 2018

Lawrence Township,  
Mercer County, NJ

Maintenance Repairer

September 14, 2017

Township of Lawrence,  
NJ

Laborer

September 14, 2017

Township of Lawrence,  
NJ

Laborer

September 14, 2017

Township of Lawrence,  
NJ

# Employment Opportunities

Fill out an Application for Employment online.

Download a printable version Here.

Lawrence Township is an Equal Opportunity Employer. As a "civil service community," Lawrence Township is subject to the rules and regulations of the New Jersey Civil Service Commission.

Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. "The New Jersey First Act" (P.L. 2011, c.70)

Regarding terms and conditions of employment, most employees are covered by employment agreements negotiated between a union or association and the Township Manager and subject to approval by Township Council. There are six (6) such bargaining units.

## **Laborer - Public Works Department**

Full time position. Applicants must be a resident of the State of New Jersey or must relocate within one year of employment date. A New Jersey State CDL Class "A" or "B" license is preferred. Seeking applicants with grounds maintenance/outdoor laborer experience. Must available for snow and ice removal. Send copies of resume to Kevin P. Nerwinski, Esq., Township Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648

## **School Crossing Guards**

Anyone interested in the position of School Crossing Guard is asked to contact the office of the Chief of Police at 609.844.7102.

## **Police Candidates**

Any person interested in the position of police officer is asked to contact the New Jersey Civil Service Commission. All information regarding eligibility and testing dates are available through the Civil Service Commission.

## **Civilian Employees**

Any person interested in the position of communications operator is asked to contact iXP Corporation at 609.759.5100.

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Regarding terms and conditions of employment, most employees are covered by employment agreements negotiated between a union or association and the [Township Manager](#) and subject to approval by [Township Council](#). There are six (6) such bargaining units.

## **Laborer - Public Works Department**

**Full time position. Applicants must be a resident of the State of New Jersey or must relocate within one year of employment date. A New Jersey State CDL Class "A" or "B" license is preferred. Seeking applicants with grounds maintenance/outdoor laborer experience. Must be available for snow and ice removal. Send copies of resume to Kevin P. Nerwinski, Esq., Township Manager, Township of Lawrence, 2207 Lawrence Road, Lawrence Township, NJ 08648**

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Regarding terms and conditions of employment, most employees are covered by employment agreements negotiated between a union or association and the [Township Manager](#) and subject to approval by [Township Council](#). There are six (6) such bargaining units.

### **Municipal Prosecutor**

The Township of Lawrence is seeking an individual to fill the position of Municipal Prosecutor. A description of the position including duties, requirements etc. can be found in the [attached](#). For an application use this [link](#).

### **Police Candidates**

Any person interested in the position of police officer is asked to contact the [New Jersey Civil Service Commission](#). All information regarding eligibility and testing dates are available through the Civil Service Commission.

### **Civilian Employees**

Any person interested in the position of communications operator is asked to contact [iXP](#) Corporation at [609.759.5100](#).

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Regarding terms and conditions of employment, most employees are covered by employment agreements negotiated between a union or association and the Township Manager and subject to approval by Township Council. There are six (6) such bargaining units.

## **Part-time Secretary - Police Department**

Any person interested in the position of Secretary should complete the Lawrence Township Application of Employment (see above). Part-time (not eligible for health, dental, prescription benefits), 25 hours per week, Monday, Tuesday, Thursday and Friday. 8:00 a.m. to 2:45 p.m. (half hour unpaid lunch). Salary range: \$32,171 - \$44,023 annually.

## **Police Candidates**

Any person interested in the position of police officer is asked to contact the New Jersey Civil Service Commission. All information regarding eligibility and testing dates are available through the Civil Service Commission.

## **Civilian Employees**

Any person interested in the position of communications operator is asked to contact iXP Corporation at 609.759.5100.

## **Employment Opportunities**

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Regarding terms and conditions of employment, most employees are covered by employment agreements negotiated between a union or association and the Township Manager and subject to approval by Township Council. There are six (6) such bargaining units.

### **Part-time Secretary - Police Department** (end date 2/10/2023)

Any person interested in the position of Secretary should complete the Lawrence Township Application of Employment (see above). Part-time (not eligible for health, dental, prescription benefits), 25 hours per week, Monday, Tuesday, Thursday and Friday. 8:00 a.m. to 2:45 p.m. (half hour unpaid lunch). Salary range: \$32,171 - \$44,023 annually.

### **Police Candidates**

Any person interested in the position of police officer is asked to contact the New Jersey Civil Service Commission. All information regarding eligibility and testing dates are available through the Civil Service Commission.

### **Civilian Employees**

Any person interested in the position of communications operator is asked to contact iXP Corporation at 609.759.5100

### **Lifeguard – Recreation Department**

Any person interested in being a Lifeguard is asked to complete the application for employment and contact the Recreation Department at (609)

## Police Candidates

Person interested in the position of police officer is asked to contact the New Jersey Civil Service Commission. Information regarding eligibility and testing dates are available through the Civil Service Commission.

<https://info.csc.state.nj.us/Vats/WebAnno.aspx?FileNumber=33962>

## Utility Employees

Person interested in the position of communications operator is asked to contact iXP Corporation at 609.759.5100. Submit an Application for Employment online.



# HIRING

Please join us for an OPEN House  
Tuesday, January 25, 2022  
12:00pm-8:00pm

Lawrence Twp. Police Department  
211 Lawrence Road  
Lawrenceville, NJ 08648

Join Our Team  
New Jersey Law Enforcement  
Examination (LEE)



We'd love to answer any questions and  
discuss the hiring process with you!



<https://info.csc.state.nj.us/Vats/WebAnno.aspx?FileNumber=33962>

with Road Patrol Well

## **Police Candidates**

Any person interested in the position of police officer is asked to contact the New Jersey Civil Service Commission. All information regarding eligibility and testing dates are available through the Civil Service Commission.

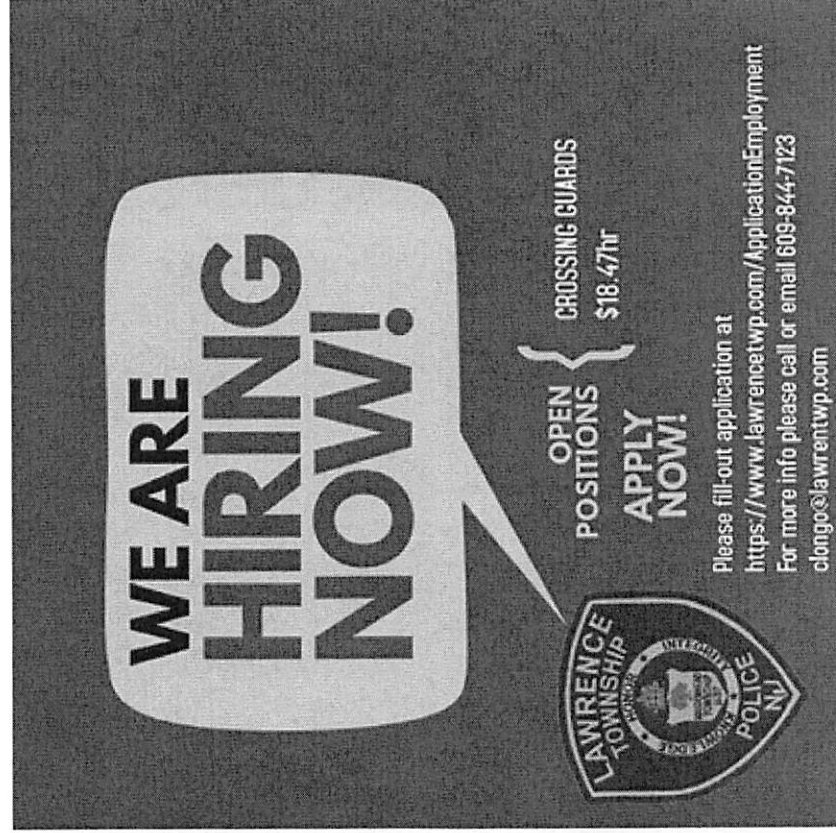
<https://info.csc.state.nj.us/Vats/WebAnno.aspx?FileNumber=33962>

## **Civilian Employees**

Any person interested in the position of communications operator is asked to contact iXP Corporation at 609.759.5100. Fill out an Application for Employment online.

## School Crossing Guards

Anyone interested in the position of School Crossing Guard is asked to contact Lt. Chris Longo at 609.844.7123.



The poster features a dark background with a large white speech bubble in the center. Inside the bubble, the text "WE ARE HIRING NOW!" is written in bold, black, sans-serif capital letters. To the right of the bubble, the text "OPEN POSITIONS" is written in white, with a large white curly bracket to its right. Below "OPEN POSITIONS", the text "CROSSING GUARDS" is written in white, followed by "\$18.47/hr" in white. Below this, the text "APPLY NOW!" is written in white. In the bottom left corner, there is a circular logo for the Lawrence Township Police Department. The logo contains a shield with a scale of justice and a sword, with the words "LAWRENCE TOWNSHIP" and "POLICE" around it. In the bottom right corner, there is white text that reads: "Please fill-out application at https://www.lawrencetwp.com/ApplicationEmployment For more info please call or email 609-844-7123 clongo@lawrentwp.com".

**WE ARE  
HIRING  
NOW!**

**OPEN  
POSITIONS** { **CROSSING GUARDS**  
**\$18.47/hr**

**APPLY  
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**LAWRENCE  
TOWNSHIP  
POLICE**