



JAMES P. SARTELL
CHIEF OF POLICE

TOWNSEND POLICE DEPARTMENT

70 BROOKLINE ROAD
TOWNSEND, MASSACHUSETTS 01469
PHONE (978) 597-6214
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JOB POSTING

Position: Records Administrator **Status:** Full-Time

Salary Range: \$41,620 – \$54,835 annually (Grade C, commensurate with experience)

Benefits: Comprehensive package including health insurance and retirement

The Townsend Police Department is seeking a detail-oriented and professional **Records Administrator** to perform skilled administrative, clerical, and records-management duties within the Police Department's records office. This civilian position involves frequent interaction with the public and the handling of sensitive and confidential law-enforcement records, requiring sound judgment, discretion, and professionalism at all times.

Key Responsibilities

- Respond to public inquiries in person, by telephone, and at the records window
- Process public records requests, including review and redaction of written, audio, and video records in accordance with applicable law
- Maintain accident reports, citations, permits, and related records in accordance with retention requirements
- Perform light, non-emergency dispatching and information-gathering duties
- Prepare reports, statistics, and clerical support materials
- Assist with accounts receivable, billable functions, and limited payroll tasks

Minimum Qualifications

- High school diploma or equivalent; 1-3 years of office experience (municipal or police department preferred).
- Knowledge of office procedures and records management practices
- Ability to handle confidential information with discretion and professionalism
- Proficiency with computers, word processing, and records systems
- Strong organizational, communication, and customer-service skills

To Apply

Submit a cover letter and résumé to:

Chief James P. Sartell
70 Brookline Road
Townsend, MA 01469

Or email: admin@townsendpd.org

Applications will be accepted until 1/11/26.

A full job description is available upon request or at www.townsendpd.org