

**R-142-18**

**Resolution Establishing Job Description for the Position of Police Records Clerk for  
the Borough of Wharton**

**WHEREAS, the Mayor and Council of the Borough of Wharton has created a Policy and Procedures Manual; and**

**WHEREAS, the Borough Administrator and Personnel Administrator have reviewed and updated the attached Job Description – Police Records Clerk to be utilized by the Borough.**

**NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Wharton that the document known as Job Description – Police Records Clerk is hereby established and will be known as Section 1:3:25 of the Policy and Procedures Manual of the Borough of Wharton.**

**Adopted: November 19, 2018**

**BOROUGH OF WHARTON**

**ATTEST:**

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WILLIAM J. CHEGWIDDEN,  
MAYOR**

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Gabrielle Evangelista,  
Municipal Clerk**