

# TOWNSHIP OF EVESHAM JOB OPPORTUNITY

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**TITLE:** CLERICAL ASSISTANT - Temporary: approximately 3 – 4 months  
**DEPARTMENT:** Police  
**SALARY:** Minimum \$10.00 per hour  
**SCHEDULE:** Potential for up to 35 hours per week

**POSITION SUMMARY:**

This position will provide assistance with the Records Retention process for the department.

**DUTIES/RESPONSIBILITIES:**

Assists in the processing of records through scanning of documents into laserfiche.

**POSITION QUALIFICATIONS:**

HS grad/equiv. Must have general computer skills; specific training will be provided.

Interested and qualified applicants should submit an Employment Application or resume to the Township of Evesham, Human Resources Office, 984 Tuckerton Road, Marlton, NJ 08053 or email [hr@evesham-nj.gov](mailto:hr@evesham-nj.gov) by Monday, July 31, 2017.

Employment Applications are available in the Human Resources office or may be downloaded at [www.evesham-nj.org](http://www.evesham-nj.org).

May 8, 2001