

# TOWNSHIP OF EVESHAM JOB OPPORTUNITY

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**TITLE:** ADMINISTRATIVE CLERK  
**DEPARTMENT:** Department of Public Works  
**SALARY:** \$12.50 per hour  
**SCHEDULE:** Monday – Friday 8:30 a.m. – 4:30 p.m.

**POSITION SUMMARY:**

Under the direction of the Director of Public Works or designee, this position will be responsible primarily for answering incoming calls, handling walk-in customers and performing general clerical work to include typing, record keeping, data entry, general bookkeeping and assisting with department's finances support tasks.

**DUTIES/RESPONSIBILITIES:**

Answers telephone, greets public and provides routine information/customer service; provides customer service by answering questions from public and directing calls to proper supervisory staff when necessary; provides accounting and clerical support to the Public Works department; processes purchase orders; prepares invoices for payment; assists with preparing contracts for approval, renewal and/or termination; obtains information from vendors as required; types letters, reports and other materials from rough draft; performs general clerical duties to include copying, faxing, filing, etc.; assists with maintaining work records, reports and other required statistical information; assists other departmental personnel as required; performs related tasks as required.

**POSITION QUALIFICATIONS:**

HS grad/equiv. with secretarial/business course of study. Previous office experience required with experience in bookkeeping and basic accounting procedures preferred.

**SPECIALIZED SKILLS/KNOWLEDGE:**

Excellent communication/customer service skills. Must have computer skills and be proficient working with Microsoft Office, including Excel.

Forward resume to [hr@evesham-nj.gov](mailto:hr@evesham-nj.gov) by Friday, September 22, 2017.