

TOWNSHIP OF EVESHAM

JOB OPPORTUNITY

TITLE: SECRETARY TO MUNICIPAL CLERK (Full-Time)
DEPARTMENT: Municipal Clerk
SALARY: Depends on Qualifications & Experience (\$15.00 per hour)
SCHEDULE: Monday – Friday (8:30 a.m. to 4:30 p.m.)
Must be willing to work flexible hours and additional hours if/when required

POSITION SUMMARY

Under the direction of the Municipal Clerk or designee, this position will be responsible for performing responsible administrative duties and skilled secretarial work for the department.

REQUIREMENTS

Education Required: HS education/equivalent
Education Preferred: Post HS education
Experience Required: Minimum 2 years' previous experience in an environment requiring confidentiality
Experience Preferred: Previous experience in a municipal environment.

Licensure/Certification/Registration: Must have or be willing to obtain Registered Municipal Clerk certification and Certified Municipal Registrar designation (must begin classes as soon as offered after being appointed to position)

Proven Proficiency in Microsoft Office Suite (will be tested)
Must be able to pass background check

SUMMARY of DUTIES/RESPONSIBILITIES

Maintains the confidentiality of the office of the Municipal Clerk; Duties will include, but not be limited to: Processing all bids and window contracts; assisting with agenda, resolutions, ordinances, elections, Reorganization, codification, professional contracts/various resolutions; assisting with customer services and all other duties related to the daily operation of the Municipal Clerk's office

Qualified internal applicants should submit a letter of interest with your resume to the Human Resources Office by Friday, March 8, 2019.