



TOWNSHIP OF EVESHAM JOB OPPORTUNITY

TITLE: SECRETARY (FULL-TIME)
DEPARTMENT: Township Clerk
SALARY: \$21.00 or DOQ
SCHEDULE: Monday - Friday (8:30 p.m. – 4:30 p.m.)

BENEFITS: Paid Personal, Sick, Vacation Days in addition to paid Holidays
Medical/Rx, Dental; Enrollment in State of NJ Pension System
Voluntary Benefits also available

POSITION SUMMARY:

Under the direction of the Township Clerk, this position will be responsible for professional skilled secretarial responsibilities. This position requires, ability to multi-task, meet deadlines, proficient verbal and written communication skills, team oriented, and a strong work ethic.

GENERAL DUTIES/RESPONSIBILITIES

- Serve as assistant to Township Clerk and Deputy Township Clerk
- Process all aspects of municipal bids and developer bonds
- Process professional contracts and municipal resolutions and ordinances
- Assist with formation of Council Agenda and materials
- Assist with customer service functions of the office including receipt of required payments
- Process various multitude municipal issued licenses/registrations
- Process Open Public Records Act requests (requires registration as Daniels Law redactor)
- Scan and maintain archival files, resolutions and ordinances
- Process file destruction requests through state ARTEMIS System
- Process Vital Records applications and issue birth, death and marriage certificates as state certified Alternate Registrar

POSITION QUALIFICATIONS:

Education Required: High School graduate/equivalent
Education Preferred: Graduate of post High School secretarial/business course of study.
Experience Required: Minimum 2 years' experience in office/clerical environment
Experience Preferred: Previous experience in a municipal/Clerks Office environment.
Licensure/Certifications: Required: CMR certification to be obtained

SPECIALIZED SKILLS/KNOWLEDGE:

Knowledge of the English language; Microsoft Office; effective customer service techniques; administrative and clerical procedures and systems, including managing files and records. Ability to hold confidentiality.

**Direct resume and/or Employment Application (which may be downloaded at
<https://evesham-nj.org/government/forms/human-resources>) to:**

**Township of Evesham
Attn: Human Resources
984 Tuckerton Road, Marlton, NJ 08053**

or Email: hr@evesham-nj.gov

Evesham Township is an Equal Opportunity Employer