

JOB OPPORTUNITY

TITLE: ADMINISTRATIVE CLERK (Full-Time)

DEPARTMENT: Municipal Clerk

SALARY: \$15.00 per hour

SCHEDULE: Monday – Friday (8:30 a.m. to 4:30 p.m.) – Full-Time

Must be willing to work flexible hours and additional hours when required

Rabies Clinic required (2 Saturdays in January each year); Elections

POSITION SUMMARY

Under the direction of the Municipal Clerk or designee, this union-represented position will be responsible for performing responsible skilled clerical work for the department.

REQUIREMENTS

Education Required: **HS education/equivalent**

Education Preferred: **Post HS education**

Experience Preferred: **Previous experience in a municipal environment.**

Licensure/Certification/Registration: **Although Licensure/Certification/Registration is not mandatory, the employee MUST attend course, "Introduction to the Duties of the Municipal Clerk" within first year of employment.**

Proven Proficiency in Microsoft Office Suite (will be tested)

Previous experience with Artemis a plus

Must be able to pass background check

Must be able to lift/carry 10+ pounds

SUMMARY of DUTIES/RESPONSIBILITIES

Maintains the confidentiality of the Office of the Municipal Clerk. Duties will include, but not be limited to: scanning of records, filing of records, records management, and state approved records purging; Assisting with bingo and raffle applications, various licenses, codification, customer service, and all other duties related to the daily operation of the Municipal Clerk's Office.

Direct resume and/or Employment Application (available at www.evesham-nj.org) to:
Township of Evesham, Human Resources, 984 Tuckerton Road, Marlton, NJ 08053 or
Email to: hr@evesham-nj.gov. EOE.