

JOB OPENING!

ADMINISTRATIVE CLERK/ Bond Coordinator

MUNICIPAL CLERK'S OFFICE

\$14—\$15 per hour

depending on qualifications

Monday through Friday

35 hours per week — 8:30 a.m. and 4:30 p.m.

Must be available to work flexible hours when necessary

Must be available for weekends for Rabies Clinic in January

Must be available for Elections in June and November (evenings)

POSITION SUMMARY:

Under the direction of the Municipal Clerk, this position will be responsible for preparation, coordination, processing and maintaining all paperwork related to performance guarantees, bonds, bids, and other related duties of the Municipal Clerk's office.

POSITION QUALIFICATIONS:

HS grad/equiv. with previous experience in an office/clerical environment required.

Previous experience in a municipal environment preferred. Experience with PO systems and *Artemis*, a plus!

SPECIALIZED SKILLS/KNOWLEDGE:

Proven communication/customer service skills. Must have excellent computer skills.

Employment Applications may be obtained in the HR office or downloaded from our website:

www.evesham-nj.org. Please return the Application or your resume to:

Township of Evesham, Human Resources Office

984 Tuckerton Road

Marlton, NJ 08053

Or Email: hr@evesham-nj.gov

EOE