

Please Post

NOTICE OF VACANCY

February 26, 2015

TITLE: CLERK 1

JOB STATUS: Full time 40 hours/week

LOCATION: One Spring Street, Newton NJ

DEPARTMENT/DIVISION: Clerk of the Board

DATE OF VACANCY: Current

STARTING SALARY: \$27,062 to \$50,007

CLOSING DATE: March 8, 2015

TENTATIVE START DATE: to be determined

MINIMUM REQUIREMENTS:

Appointees will be required to possess a driver's license valid in New Jersey, only if the operation of a vehicle is necessary to perform the essential duties of the position. Appointee must have the ability to understand and carry out oral and written directions, ability to use office machines and equipment; ability to read, write, speak, understand and communicate in English to sufficiently perform the duties of the position.

JOB DUTIES:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form)

County of Sussex
Office of Employee Services
One Spring Street
Newton, NJ 07860