

Please Post

July 20, 2015

NOTICE OF VACANCY

TITLE: Keyboarding Clerk 2

JOB STATUS: Full time 35 hours/week

LOCATION: 83 Spring Street, Newton NJ

DEPT/ DIVISION: Department of Human Services
Division of Social Services

SALARY RANGE: \$24,254 to \$44, 096

CLOSING DATE: July 30, 2015

TENTATIVE START DATE: to be determined

MINIMUM REQUIREMENTS:

EXPERIENCE:

One (1) year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience requirement indicated above. Coursework must include keyboarding/typing skills, methods, and procedures; other courses may include, but not limited to, office procedures, word processing, and business English. Note: Applicants will be required to demonstrate proficiency in keyboarding or typing.

JOB DUTIES:

Under limited supervision, performs moderately complex and non-routine clerical work involving the processing of documents in a variety of functions; performs moderately complex and non routine clerical work requiring the utilization of keyboarding or typing skills; formats and reproduces, corrects, adjusts and prints a variety of written material; key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; may provide guidance and assistance to staff; does other related duties as required.

RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form)
Office of Employee Services
Sussex County Administrative Center
One Spring Street, Newton, NJ 07860