

Please Post

NOTICE OF VACANCY

TITLE: Records Support Technician 1

JOB STATUS: Full time 40 hours/week

DEPT/DIVISION: Department of Central & Shared Services
Office of Records Management

LOCATION: 83 Spring Street, Suite 103, Newton, NJ 07860

DATE: September 1, 2015

SALARY RANGE: \$27,062 to \$50,077

CLOSING DATE: September 10, 2015

TENTATIVE START DATE: Immediately

REQUIREMENTS:

Appointee's will be required to possess a driver's license valid in New Jersey, only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointee must have the ability to understand, remember and carry out oral and written directions.

Knowledge of office methods, procedures, policies, guidelines and equipment used to check, sort, index, store and file records after a period of training.

JOB DUTIES:

Under close supervision, performs varies clerical work involving the processing and filing of records; does other 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