

# *Please Post*

## NOTICE OF VACANCY

September 14, 2016

**TITLE:** Keyboarding Clerk 1

**JOB STATUS:** Part time 27 hours/week  
Temporary Seasonal Appointment

**LOCATION:** 39 High Street, Newton NJ

**DEPARTMENT/ DIVISION:** Office of the Sheriff

**SALARY RANGE:** \$13.175 to \$24.379 hour

**CLOSING DATE:** September 24, 2016

**TENTATIVE START DATE:** to be determined

### **MINIMUM REQUIREMENTS:**

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. American Sign Language or Braille may also be considered as acceptable forms of communication.

*Applicants will be required to demonstrate proficiency in keyboarding or typing.*

### **JOB DUTIES:**

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; 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