

Please Post

NOTICE OF VACANCY

October 28, 2019

TITLE: CLERK 1

JOB STATUS: Full time 35 hours/week

LOCATION: 83 Spring Street Suite 203, Newton NJ

DEPARTMENT/DIVISION: Department of Health and Human Services
Division of Social Services

DATE OF VACANCY: Current

STARTING SALARY: \$23,826.to \$43,273.

CLOSING DATE: November 1, 2019

TENTATIVE START DATE: to be determined

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

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.