

Please Post

May 28, 2019

NOTICE OF VACANCY

TITLE: Messenger

JOB STATUS: Part time 25 hours/week

LOCATION: One Spring Street, Newton NJ 07860

DEPARTMENT/DIVISION: Department of Central and Shared Services
Office of Central Services

SALARY RANGE: \$12.628 to \$23.989

CLOSING DATE FOR APPLICATIONS: June 17, 2019

MINIMUM REQUIREMENTS:

- Appointees will be required to possess a driver's license valid in New Jersey.
- Working knowledge of Microsoft office suite.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

JOB DUTIES:

Under direction, sorts and delivers letters, messages, packages, documents, records and other items, and performs simple clerical work; does other related duties as required. Examples of work include, but not limited to; mails letters and packages, assists with wrapping packages for shipment by mail, assist with sorting and folding material for stuffing in envelopes and performs simple clerical work.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
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.