

Please Post

NOTICE OF VACANCY

October 1, 2021

TITLE: Keyboarding Clerk 1

JOB STATUS: Part time 25 hours

DEPARTMENT/ DIVISION: Department of Central and Shared Services

LOCATION: One Spring Street, Newton NJ

SALARY RANGE: \$14.52

CLOSING DATE: October 11, 2021

TENTATIVE START DATE: to be determined

MINIMUM REQUIREMENTS:

Note: Applicants will be required to demonstrate proficiency in keyboarding or typing and possess some computer literacy.

LICENSE: Appointee will be required to possess a valid driver's license.

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.

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; collects, stamps, sorts and delivers mail to and from County buildings and the post office; 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

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.