

# Please Post

February 22, 2024

## NOTICE OF VACANCY

TITLE: **CLERK 3**

JOB STATUS: Full Time – 40 hours/week

DEPARTMENT/DIVISION: Health & Human Services  
Health

STARTING SALARY: \$41,972 (CWA7, 0034)

CLOSING DATE: Until Filled

START DATE: To be determined

### **JOB DUTIES:**

Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work; does other related duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EXPERIENCE:**

Two (2) years of experience in clerical work; one (1) year of which must have been performing duties at or equivalent to the Clerk 2 level.

#### **LICENSE:**

Appointee 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.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton NJ 07860

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

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.