

# Please Post

February 23, 2024

## NOTICE OF VACANCY

**TITLE:** KEYBOARDING CLERK 4

**JOB STATUS:** Full Time – 40 Hours/week

**DEPARTMENT/DIVISION:** Department of Central & Shared Services  
Division of Facilities Management

**2024 STARTING SALARY:** \$46,274 (CWA 9, 0007)

**CLOSING DATE:** Until Filled

**START DATE:** To Be Determined

### **JOB DUTIES:**

Under direction, supervises, plans and coordinates the activities of one (1) or more clerical units involved in the processing of documents in a variety of functions; performs highly responsible and varied clerical work of a complex and/or technical nature involving the utilization of keyboarding or typing skills and the application of independent judgment; 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.

### **MINIMUM REQUIREMENTS:**

#### **EXPERIENCE:**

Three (3) years of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials; one (1) year of which must have been performing duties at or equivalent to the Keyboarding Clerk 3 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.