

Please Post

June 10, 2024

NOTICE OF VACANCY

TITLE: KEYBOARDING CLERK 2

JOB STATUS: Full Time 35 Hours/Week

DEPARTMENT/DIVISION: Health and Human Services
Social Services

STARTING SALARY: \$33,311
(CWA5, 0032)

CLOSING DATE: June 19, 2024

START DATE: To Be Determined

JOB DUTIES:

Under limited supervision, performs moderately complex and non-routine clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work requiring the utilization of keyboarding or typing skills; formats, reproduces, corrects, adjusts and prints a variety of written material; key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; may provide guidance and assistance to staff; does other related duties as required. Duties also include, but not limited to going to the Post Office daily in the morning to drop off outgoing mail along with picking up incoming mail from the PO Box to open and disburse; Records maintenance; and filing.

NOTE: Keyboarding clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

MINIMUM REQUIREMENTS:

EXPERIENCE:

One (1) year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. Having considerable experience with Microsoft Word, Excel, Access and Publisher. Must be organized and detail orientated.

Candidate must also have the ability to: Work independently with the expectation to be essentially self-supervising; flexible with job assignments; and fills any free time productively. Having the ability to pass a keyboarding test, if required. Having the ability to operate & troubleshoot a laminator, paper cutter, copiers, faxes, postage machine, etc. Having the ability to lift 20 plus pounds

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience requirement indicated above. Coursework must include keyboarding/typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

NOTE: Applicants will be required to demonstrate proficiency in keyboarding or typing.

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.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

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

Email: 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.