

BOROUGH OF ROSELLE, UNION COUNTY

JOB POSTING

Title: Full Time Keyboarding Clerk I
Location: Mayors Office
No. of Positions: 1

Opening Date: Monday October 24, 2016
Closing Date: Tuesday November 1, 2016

Under supervision answers telephones, types and also performs routine, repetitive clerical work for the Mayor's Office; does other related duties.

Ability to understand, remember, and carry out oral and written directions to learn quickly from oral and written explanations and from demonstrations. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. Appointee will be required to possess a valid NJ driver's license. Not to exceed 32.5 hr. work week. Must be a US Citizen, High School graduate or GED, and 18 years of age or older. Application can be obtained in Borough Hall or send resume, and salary history to David G. Brown II, 210 Chestnut Street, Roselle, NJ 07203, dbrown@boroughofroselle.com .

Roselle is an equal opportunity employer who fully and actively supports equal access for all people regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.