

BOROUGH OF ROSELLE, UNION COUNTY

JOB POSTING

Title: **Keyboarding Clerk I**
Location: **Office of Administration**
No. of Positions: **1**

Opening Date: September 11, 2013

Closing Date: September 17, 2013

Under supervision answers telephones, types and also performs routine, repetitive clerical work of a varied nature; 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. 32.5 hr. work week. Must be a Roselle, Resident, US Citizen, High School graduate or GED, and 18 years of age or older. Excellent benefits package offered. 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 .

Prior applicants need not apply again, the Borough has previous submitted resumes on files and they will be considered.

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.