

JOB OPPORTUNITY
TOWNSHIP OF WILLINGBORO
NON-COMPETITIVE JOB ANNOUNCEMENT
CLERK 1

TOWNSHIP RECREATION DEPARTMENT
FULL-TIME EMPLOYEE CLERK 1 POSITION

A job opportunity for a Clerk 1 is available in the Recreation Department. Work hours are 9:00AM to 5:00PM Monday through Friday, however you may be required to work evenings and weekends. This position follows the AFSCME 3827 union contract.

DUTIES:

Under the close supervision and direction of the Acting Director of Recreation, performs routine, varied clerical work. Assist the Director and supervisor with all day-to-day functions pertaining to the recreation department and do other related duties as required.

*Knowledge of various types of computer applications, Microsoft Office Suite 365, (Edmund's experience is a plus) and a typing speed of 45 wpm. *

The salary for this position is a Grade 4 salary range \$32,844 - \$54,961.

A letter of interest, resume and an application should be submitted to the Human Resource Department **Attn: Loretta Anderson** no later than Friday, March 1, 2024. The job description of this posting is available in the Human Resource office.

*All Unions
Bulletin Boards
Indeed
Website*

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