

JOB OPPORTUNITY

TOWNSHIP OF WILLINGBORO

NON-COMPETITIVE ANNOUNCEMENT

(1) FULL-TIME

CLERK 1

TOWNSHIP INSPECTIONS DEPARTMENT

A full-time job opportunity for a Clerk 1 position is available in the Willingboro Inspections department. This posting is open to residents of Willingboro and all of Burlington County.

This is a full-time position with a salary range of **\$32,844-\$54,961**. Work hours are 9:00 AM to 5:00 PM, Monday through Friday and it is also a union position which is part of the AFSCME 3827 bargaining unit contract, within the Inspections Department, Housing Division.

Duties

Under close supervision to perform varied clerical duties, collect fees, high volume data entry input, assist housing inspectors with day-to-day functions and other related duties as assigned.

A letter of interest, resume and application should be submitted to the Municipal Complex, One Rev. Dr. Martin Luther King, Jr. Drive, **Attn: Loretta Anderson, Acting Director of Human Resources** no later than Wednesday, April 3, 2024. The job description is available in the Human Resource office, or email landerson@willingboronj.gov

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Posted and distributed, **Monday, March 18, 2024**