

# JOB OPPORTUNITY

# TOWNSHIP OF WILLINGBORO

## NON-COMPETITIVE ANNOUNCEMENT

(1) FULL-TIME

**CLERK 1**

### **WILLINGBORO TOWNSHIP COMMUNITY AFFAIRS/SENIOR SERVICES/VETERANS AFFAIRS**

A full-time job opportunity for a Clerk 1 is available in the Willingboro Community Affairs/Senior Services/Veterans Affairs office. This posting is opened to residents of Willingboro and all of Burlington County.

This is a full-time position with a salary range of **\$43,337-\$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.

#### **Duties**

Under close supervision under the Executive Director of Senior Services to perform varied clerical duties, and day-to-day functions along with other related duties as assigned.

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

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 Monday, April 15, 2024. The job description is available in the Human Resource office, or email [landerson@willingboronj.gov](mailto:landerson@willingboronj.gov)

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