

CLERK TYPIST, EDGEWATER PARK TOWNSHIP –

Part-time position. Perform various clerical duties within the township. Salary range depending on experience \$15.00 to \$16.50 per hour no benefits, approximately 25 hours per week.

Computer and Microsoft applications required. Duties include but not limited to answering phones, sorting mail, assisting customers and assisting various departments with clerical duties.

Preferred knowledge of municipal software programs. Preferred Bilingual in Spanish and/or Turkish. Applications are available online at edgewaterpark-nj.com or by email:

pclayton@edgewaterpark-nj.com. Please submit application and resume no later than November 28, 2022.