

***Township of Edgewater Park
400 Delanco Road
Edgewater Park, NJ 08010***

Fax: (609) 877-2308

(609) 877-2050

Employment Opportunities

Key Board Clerk --Edgewater Park (Burlington County) seeks candidates for an immediate full time Key Board Clerk to provide technical assistance to the construction office which includes the issuance of approximately 500 construction permits per year. Also acts as secretary to the property maintenance inspector and zoning officer. Experience with Mitchell Humphrey (GovExcel) helpful. Successful candidate must possess excellent communication (written and verbal) and typing (40 WPM) skills and be computer literate with knowledge of all Microsoft Programs. Exceptional customer relations and phone skills required. Salary range depending on qualifications of \$23,500 – \$24,900, 4 day work week, with full benefit package; Submit a resume and employment application which can be found on the Township Website at www.edgewaterpark-nj.com to Linda M. Dougherty, Municipal Clerk/Administrator, 400 Delanco Road, Edgewater Park, NJ 08010.