

Please Post

29 April, 2022

NOTICE OF VACANCY

TITLE: Records Support Technician 1

JOB STATUS: Full time 40 hours/week

LOCATION: 83 Spring Street, Newton

DIVISION/DEPARTMENT: Department of Central and Shared Services - Office of Records Management

DATE OF VACANCY: Immediately

STARTING SALARY: \$31,717.00

CLOSING DATE FOR APPLICATIONS: To be determined

TENTATIVE START DATE: To be determined

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

JOB DUTIES:

Under close supervision, performs varied clerical work involving the processing and filing of records; does other duties as required.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

County of Sussex
Office of Employee Services
One Spring Street
Newton, NJ 07860

Fax: 973-579-0355

E-mail: employeeservices@sussex.nj.us

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.