

Please Post

May 17, 2022

NOTICE OF VACANCY

TITLE: **Clerk 2**

JOB STATUS: Full Time – 40 hours/week

DEPARTMENT/DIVISION: Health and Human Services
Division of Health, Office of Environmental Health

STARTING SALARY: \$34,974

CLOSING DATE: May 26, 2022

START DATE: To be determined

JOB DUTIES:

Under limited supervision, performs clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work; may provide guidance and assistance to other staff; does other related duties as required.

MINIMUM REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in clerical work.

LICENSE:

Appointee 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.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

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

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

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.