Please Post

May 19, 2022

NOTICE OF VACANCY

TITLE:	**Administrative Clerk**
JOB STATUS:	Full Time – 40 hours/week
DEPARTMENT/DIVISION:	Finance and Library Services Office of the Treasury
STARTING SALARY:	$44,641
CLOSING DATE:	May 28, 2022
START DATE:	To be determined

JOB DUTIES:

Assists an administrative official of a department or autonomous government agency at a level no lower than department head, by doing administrative clerical and related work, usually varied and involving some elements of trouble shooting; or, under the immediate direction of an administrative official at a level no lower than department head, supervises the office and other clerical and related operations of a department or autonomous agency; does related work as required.

The position will handle payroll responsibilities including training of employees on Primepoint time and labor system, troubleshooting, and assisting in the development of payroll procedures and policies.

MINIMUM REQUIREMENTS:

EXPERIENCE:

Five (5) years of experience in clerical work.

NOTE: Successful completion of a two-year college level course in secretarial science may be substituted for two (2) years of the above experience.

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