

Please Post

June 6, 2024

NOTICE OF VACANCY

TITLE: **CLERK 1**

JOB STATUS: Part Time on Call (Temporary up to 6 months)

DEPARTMENT/DIVISION: Department of Central and Shared Services
Office of Employee Services

2024 STARTING SALARY: \$16.54/Hour

CLOSING DATE: Until Filled

START DATE: To be determined

JOB DUTIES:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

MINIMUM 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 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.