

Please Post

September 5, 2024

NOTICE OF VACANCY

TITLE: **RECEPTIONIST**

JOB STATUS: Full Time – 40 Hours/Week

DEPARTMENT/DIVISION: Department of the Prosecutor

STARTING SALARY: \$ 32,886

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

Under the direction of a supervisory officer, answers phones, greets visitors, provides callers and visitors with information and schedules appointments; receives, sorts and distributes incoming mail and deliveries; acts as liaison between department personnel and callers; and does related work as required.

MINIMUM REQUIREMENTS:

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.