

OFFICE CLERK

Township of Clinton, Hunterdon County, New Jersey

Full-time position providing various secretarial and clerical duties, supporting multiple departments as needed. Duties include issuing various licenses, permits, registrations, processing purchase orders and invoices, preparation of correspondence, handling calls and inquiries from residents and visitors, file maintenance, and other duties as may be assigned. Candidate must be organized, self-motivated, have the ability to multi-task, and possess a strong work ethic. At least two (2) years Municipal Government work experience preferred but not required. Candidate should be proficient in Outlook, Word, Excel, and PowerPoint. Knowledge of Edmunds/MSI and Prime Point payroll helpful. Individual with State certifications/licenses preferred. Excellent benefit package offered. Interested candidates should forward their resume and cover letter with salary requirements to: William Close admin@clintontwpnj.org Resumes must be submitted no later than July 31, 2024.

The Township of Clinton is an Equal Opportunity Employer.