

Part Time Office Help

Municipal Clerk's Office

The Borough of Milltown is seeking a competent Office Clerk to perform various administrative and clerical tasks. A candidate must be able to undertake a variety of activities in the office ranging from filing and answering the phone to use of Computer Programs and Microsoft office for various projects.

An effective Office Clerk has the ability to work diligently to help maintain smooth office operations. The candidate must be reliable and hard working with great communication skills. The candidate must possess a very good working knowledge of Microsoft Office (specifically MS Word, MS Excel and MS Outlook). Knowledge of Edmunds program is a plus. Candidate will work under immediate supervision and from detailed verbal and/or written instructions.

This position is a civil service position and would be classified as "Account Clerk", Job Specific Code 00001.

If interested, please complete a Milltown Employment Application and submit to gsiboni@milltownboro.com or in person to the Municipal Clerk's Office at 39 Washington Ave. Milltown, NJ 08850 by Wednesday March 29, 2017 at 12PM.

The Borough reserved the right to interview applicants as applications are received and select a candidate prior to the listed deadline.