

TOWNSHIP OF TOMS RIVER

33 Washington Street, P.O. Box 728
Toms River, NJ 08754
732-341-1000



DEPARTMENT OF HUMAN RESOURCES
33 Washington Street
Toms River, New Jersey 08754

Telephone: 732-341-1000, ext. 8262
Fax Number: 732-244-9883

January 3, 2017
Due: Friday, January 20, 2017

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: Part Time –Records Assistant -Clerk’s Office- Open to the Public

This is to advise that the position of Part Time Records Assistant is now available at the Clerk’s Office. The Job Description and Qualifications are as follows:

QUALIFICATIONS:

1. Ability to read, write legibly, speak and understand English sufficiently to perform the duties required by this position.
2. High School diploma or equivalent.
3. Knowledge of modern office practices and procedures.
4. Knowledge of business English and commercial arithmetic.
5. Ability to complete routine computations and tabulations with speed and accuracy.
6. Ability to complete assigned clerical tasks readily and to adhere to prescribed routines.
7. Ability to establish and maintain effective working relationships with other employees.
8. Ability to type 40-45 words per minute and ability to operate standard office equipment and possess Microsoft Office skills, including Excel.
9. Ability to maintain filing system.
10. Ability to understand, remember and carry out written and oral instructions.
11. Ability to maintain and handle receipts and records for departmental monetary transactions.
12. Ability to lift 50lbs.
13. Possess and maintain a valid driver’s license.
14. Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself or to the other employees or the public.

Hours: 19.5 Hours per week
Hourly Salary: \$13.00/hr
Account Number: K01-101

Applications must be filed no later than 4:30 pm, Friday, January 20, 2017 with the Department of Human Resources, 33 Washington Street, Toms River, New Jersey, 08753.
