



JOB OPENING

Township of Middle

POSITION: Clerk 1(1 position open).

DEFINITION: <https://info.csc.state.nj.us/jobspec/01245.htm>

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

EMPLOYMENT STATUS: Regular Full-Time Position

DEPARTMENT: Public Works

WORK SCHEDULE: Monday through Friday 8am-3:30pm

SALARY: \$22,000 annually plus extensive benefit package.

EXPERIENCE: Any and all training and certifications necessary in field will be obtained upon acceptance of position.

HOW TO APPLY:

Please send completed applications, letters of interest and resumes to: Township of Middle; Human Resources; 33 Mechanic Street, CMCH, NJ 08210.

Please email completed applications, letters of interest and resumes to:

Vera T. Kalish at vkalish@middletownship.com or Varvara Keun at vkeun@middletownship.com

Personnel Officer

Personnel Officer

The Township reserves the right to accept applications until the position is filled.

The Township of Middle is an Equal Opportunity Employer.