



## **INTERNAL JOB POSTING**

### **Township of Middle**

**POSITION:** Keyboarding Clerk 1(1 position open).

**DEFINITION:**

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required.

**EMPLOYMENT STATUS:** Regular Full-Time Position

**DEPARTMENT:** Municipal Court

**SALARY:** \$22,000 annually plus benefits.

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

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](mailto:vkalish@middletownship.com) or Varvara Keun at [vkeun@middletownship.com](mailto:vkeun@middletownship.com)

Personnel Officer

Personnel Officer

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

*The Township of Middle is an Equal Opportunity Employer.*