



## **JOB POSTING**

### **Township of Middle**

**POSITION: CLERK 1** (1 position open)

**DEPARTMENT: TAX COLLECTION**

**JOB DESCRIPTION:** <https://info.csc.state.nj.us/jobspec/01245.htm>

Township of Middle, NJ seeking a full-time clerical staff member for the Department of Tax Collection. Due to significant interaction with administration, staff and taxpayers, applicants must possess excellent customer service and conflict resolution skills. Proficiency with office machinery, specifically the adding machine due to high volume of transactions, Microsoft Office, Outlook, Excel software is a must. Excellent cash handling experience required. Applicants must be able to independently manage multiple priorities in a fast-paced environment and have strong math skills. Must be able to learn basic tax collection procedures and statutes to ensure efficient communication with taxpayers and the public. Exemplary strong verbal and written communication skills are needed to provide professional and courteous assistance to taxpayers. Great opportunity for a career in government with growth potential!

**EMPLOYMENT STATUS:** Full -Time permanent position 35 hours a week

**BENEFITS AND SALARY:** \$30,000 annually plus extensive benefit package. Paid time off, paid holidays, excellent medical coverage, pension/retirement plans, set schedule Monday- Friday 8:30am- 4:00pm.

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

**CLOSING DATE FOR ACCEPTING APPLICATIONS:** May 15, 2024

*The Township reserves the right to interview candidates before application deadline.*

Applications can be downloaded at <https://middletownship.com/jobs/> or picked up at the Township Hall.

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:

Betzy McClintock [emcclintock@middletownship.com](mailto:emcclintock@middletownship.com) or Varvara Keun at [vkeun@middletownship.com](mailto:vkeun@middletownship.com)

*Township of Middle is an Equal Opportunity Employer.*