

JOB ANNOUNCEMENT

Job Title: Clerk 1
Department of Housing & Code

Title Code: 01248

Issue Date: October 3, 2023

Salary: \$30,526

Closing Date: October 13, 2023 - 4:00 p.m.

Jurisdiction: Bridgeton, NJ

Open to Residents of: Cumberland, Salem, Gloucester, Cape May and Atlantic Counties

Please submit a letter of interest and resume to the Business Administrator/Appointing Authority, Kevin C. Rabago, Sr. The job title and title code must be listed on all documents. Proof of your Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission *NOTIFICATION OF VETERANS STATUS* along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at www.state.nj.us/csc/seekers/veterans/.

Deliver/Mail to: City of Bridgeton-Annex Building
Kevin C. Rabago, Sr., BA/AA
181 E. Commerce Street
Bridgeton, New Jersey 08302

or **Email to:** MazzolaA@cityofbridgeton.com

Fax to: (856) 451-5305

DEFINITION:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required. Knowledge of Edmunds Municipal Software preferred, but not required.

DISTINGUISHING CHARACTERISTICS:

Positions in this title perform routine clerical work within a structured work setting. Duties are performed using well-established operating procedures. Incumbents work under very close supervision and clearly defined guidelines. The exercise of independent judgment is limited due to the nature of work.

Bilingual in Spanish and English preferred, but not required.

NJ CIVIL SERVICE COMMISSION FULL JOB SPECIFICATION IS AVAILABLE AT;

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

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training. Computes and record tax, utilities and other payments.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible. **EOE**