



# COUNTY OF HUNTERDON

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## Hunterdon County Office of the County Prosecutor Keyboarding Clerk 1

**Contractual Salary Minimum \$28,800**

Excellent opportunity, entry level position assisting and supporting the services of the Hunterdon County Prosecutor's Office. Will perform clerical duties including but not limited to processing documents, filing, typing/data entry, preparing mailings, letters, and reports. Will provide phone and reception support assisting with information and greeting visitors. Other related duties will be assigned as required.

**Requirements:** Applicants may be required to demonstrate proficiency in keyboarding and typing. Experience with Microsoft Office products is essential and experience in a legal setting is a plus.

The successful applicant will have a strong interest in public service and working to serve the judicial process in a law enforcement/legal environment and will be subject to a post-offer background investigation and medical evaluation and drug testing.

**Hunterdon County offers excellent health and dental benefits, paid leave, paid holidays, and this position is eligible for participation in the New Jersey State Retirement Systems.**

For detailed information about the position please visit the New Jersey Civil Service Commission website and review the job specification:

<https://info.csc.state.nj.us/jobspec/01268.htm>

**To Apply:** Please submit a County Employment Application which must include a Resume & Cover Letter:

<http://www.co.hunterdon.nj.us/pdf/jobapp.pdf>

**Send to** Hunterdon County Human Resources via email [personnel@co.hunterdon.nj.us](mailto:personnel@co.hunterdon.nj.us) or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

*\*This position is covered by the New Jersey Civil Service Commission and all initial appointments are non-competitive requiring the successful completion of a 90-day working test period.*