



COUNTY OF HUNTERDON

Hunterdon County Office of the Sheriff

Two (2) Job Vacancies

Keyboarding Clerk 1

Full Time 35 hours per week - Contractual Salary \$30,600

This position will set up Sheriff sales for real property. Will help and provide the public, attorneys and newspapers with necessary information about the Sheriff sales and update the sales information in the software system and other areas as required. Will also provide backup for the Writs of Executions, answer the telephone, type letters, memos and photocopy materials. 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.

Hunterdon County offers excellent health and dental benefits, paid leave, paid holidays, and 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 including a Resume & Cover Letter, see link below for application:

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

Send to: Hunterdon County Human Resources via email 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 noncompetitive, examined via a 90-day working test period.*

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