



# COUNTY OF HUNTERDON

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## Hunterdon County Department of Human Services

### Division of Social Services

#### Job Vacancy

#### Keyboarding Clerk 1

Part Time 20 hours per week

Rate of Pay: \$16.81 per hour

Excellent opportunity for entry level candidate to assist with and support the services of the Division of Social Services which administers economic relief programs to members of the community who are in need. This position will perform clerical duties including but not limited to processing documents, filing, typing/data entry, preparing mailings, letters and reports. The candidate chosen will provide phone and reception support assisting clients with application and certification information and greeting visitors. Other related duties will be assigned as required.

**Requirements:** Applicants may be required to demonstrate a 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](mailto:personnel@co.hunterdon.nj.us) or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822



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*\*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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