

Part-Time Keyboarding Clerk 1 Opening

Bergen County Board of Social Services is seeking an individual with keyboarding clerical experience to work part-time in very busy government agency. The successful candidate must be a **Bergen County resident**, have the ability to type 40 words per minute and pass a typing test, excellent computer skills, the ability to work within a group setting, customer oriented and a good working knowledge of general office procedures. Bi-lingual a plus.

Interested individuals should submit a cover letter and resume (include salary requirement), on or before Tuesday, February 20, 2018, via fax to 201-368-8710 or mail to:

Bergen County Board of Social Services

218 Route 17 North

Rochelle Park, New Jersey 07662

Attention: Personnel Department

No telephone calls or e-mails, please.