

Clerk 1- Full Time Opening

The Bergen County Board of Social Services is seeking an individual with previous clerical experience to work full time in the robust and fast-paced Processing Eligibility department within the governmental agency.

The right individual must be a **Bergen County, NJ resident** with excellent computer skills, is able to work within a group setting and is customer focused. This person should have a good working knowledge of general office processes and possess solid communication skills. Bi-lingual (Spanish / English) language capabilities are most helpful.

Interested individuals should submit a cover letter and resume via email or fax to the Personnel Office as follows:

Email: personnel@bcbss.com

Fax: 201-368-8710

Submission Due date: no later than **4pm on Monday, April 16, 2018.**

No telephone calls, please!