



BERGEN COUNTY BOARD OF SOCIAL SERVICES

218 Route 17 North, Rochelle Park, NJ 07662-3300

Personnel: 201-368-4212 Fax: 201-368-4772

EXTERNAL POSTING

TO: All Staff
FROM: Scott W. Stahlmann
DATE: February 6, 2019

RE: Clerk 1 - part-time position (25 hours weekly)
(Permanent position, no benefits)

Salary Range: \$25,370 - \$35,535

The **Bergen County Board of Social Services** is seeking to fill a **part-time Clerk 1** position. The selected individual will work a twenty five (25) hour, five (5) day work week with no benefits. Candidates living Bergen County, NJ are preferred.

Definition:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions and completes other related duties as required.

Examples of Work:

- Receives, screens, reviews and verifies documents.
- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.
- Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.
- Assembles materials for distribution.
- Fills in and checks form letters, circulars, and forms as directed.
- Compiles information and/or numerical data.

Requirements:

- 2 or more years of solid clerical/administrative experience.
- Proficient in the use of MS Office and related computer skills.
- Strong inter-personal skills are essential.
- College and/or advanced education is preferred.

For the full details of the duties and qualifications of this title, the job description for the above position can be found at the NJCSC website: www.state.nj.us/csc.

Candidates should submit their résumé via email **no later than 4pm on Wednesday, February 13, 2019.** (Bergen County, NJ residents are preferred.)

*Resumes will only be accepted via **email:** jobs@bcbss.com

No Telephone calls, please.

The Bergen County Board of Social Services is an Equal Opportunity / Affirmative Action employer. As such, the Agency is required by Federal/State legislation to provide equal employment opportunities for all applicants without regard to race, religion, national origin, gender, age or disability.