



BERGEN COUNTY BOARD OF SOCIAL SERVICES

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EXTERNAL POSTING

TO: All Staff
FROM: Scott W. Stahlmann
DATE: January 13, 2021

**RE: Clerk 1 – two (2) part-time positions (25 hours weekly)
(no health/medical benefits)**

Salary Range: \$25,877 - \$36,246

The **Bergen County Board of Social Services** is seeking to fill **two (2) part-time Clerk 1** positions to address various departmental needs within the agency. Those chosen individuals will work a five (5) day, five (5) hours, twenty-five (25) hour work week with no health/medical benefits. Candidates living in Bergen County 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; screens, sorts and compiles 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.

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 no later than 4pm on Wednesday, January 20, 2021**. (Bergen County residents are preferred.)

*Resumes will only be accepted via **email**: personnel@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.