



## **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:** Ritzy Moralez-Diaz

**DATE:** August 3, 2022

**RE: Clerk 1 – Three (3) part-time positions (25 hours weekly)  
(no health/medical benefits)**

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

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The **Bergen County Board of Social Services** is seeking to fill **three (3) 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. Residents of 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, job description and qualifications of this title, you may visit the Civil Service Website: [www.state.nj.us/csc](http://www.state.nj.us/csc).

Candidates should submit their résumé via email **no later than 4pm on Friday, August 19th, 2022.**

**(Anyone under consideration for hire must be fully vaccinated for Covid-19 and show proof.)**

**\*Resumes will only be accepted via email: [personnel@bcbss.com](mailto: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.*