



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: May 5, 2023

**RE: Clerk 1 part-time position- 25 hours weekly
no health/medical benefits**

Starting Salary: \$27,453

The **Bergen County Board of Social Services** is seeking to fill a **part-time Clerk 1** position in our Reception Department.

This position is a five (5) day, five (5) hours, twenty-five (25) hour work week with no health/medical benefits.

Bilingual in Spanish a plus

Residents of Bergen County 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, duties, and the job description of this title, **Clerk 1**, you may contact the Personnel office or visit the Civil Service Website: www.state.nj.us/csc.

Candidates should submit their résumé via email **no later than 4pm on Friday, May 19, 2023**.

***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.

Job File