



BERGEN COUNTY BOARD OF SOCIAL SERVICES

INTERNAL / EXTERNAL POSTING ONLY

TO: All Staff

FROM: Ritzy Morales-Diaz

DATE: September 6, 2023

RE: *Two (2) Clerk 1 - Full Time, 35 hours a week
with health/medical benefits*

Starting Salary: \$38,434

Salary Range: \$38,434 - \$53,834

The Bergen County Board of Social Services has an immediate need for two (2) **full time Clerk 1's**, to serve in the agency.

This is **both** an **Internal and External opportunity.**

Internally an opportunity that will take someone who has been working as a part time Clerk 1, twenty-five (25) hours weekly and be converted to full time at thirty-five (35) hours weekly.

External candidates, Residents of Bergen County preferred.

Definition:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does 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 call the Personnel office or you may visit the New Jersey Civil Service website:

www.state.nj.us/csc.

Those employees/candidates interested in applying for this position must submit their resume by the time listed below.

Internal employees no later than 4:00pm on Wednesday, September 13, 2023.

External candidates no later than 4:00pm on Friday, September 15, 2023.

All resumes will only be accepted via email to: 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