



BERGEN COUNTY BOARD OF SOCIAL SERVICES

EXTERNAL POSTING ONLY

TO: All Staff

FROM: Ritzy Morales-Diaz

DATE: July 3, 2024

RE: *One (1) Clerk 1 - Part Time, Bi-lingual Spanish, 25 hours a week
no health/medical benefits*

Starting Salary: \$27,453

The Bergen County Board of Social Services has an immediate need for a **part time Clerk 1 Bi-lingual Spanish** to serve in Customer Service.

All candidates must be fluent in Spanish (reading and writing) for consideration.

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. Interact with customers to address their concerns, answer their questions and assist them with their needs in person and/or on the phone. Customer service experience a must.

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 Bi-lingual Spanish**, you may call the Personnel office or you may visit the New Jersey Civil Service website: www.state.nj.us/csc.

Candidates should submit their résumé via email no later than **4pm on Wednesday, July 17, 2024**

Resumes will only be accepted via email to: personnel@cbss.com.

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