



BERGEN COUNTY BOARD OF SOCIAL SERVICES

EXTERNAL POSTING ONLY

TO: All Staff

FROM: Ritzy Morales-Diaz

DATE: November 8, 2024

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

Starting Salary: \$38,434

The Bergen County Board of Social Services has an immediate need for a **full time Clerk 1**, to serve in the agency.

Residents of Bergen County preferred.
Fluent in Spanish a plus.

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.
- Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.
- May transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals.
- Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.
- Maintain electronic records and files

- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units

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.
- Consistent organizational skills and effective work methods to independently manage workload.

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.

Candidates interested in applying for this position must submit their resume: **no later than 4:00pm on Friday, November 15, 2024.**

All resumes will only be accepted via email to: personnel@bcbs.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