



## **BERGEN COUNTY BOARD OF SOCIAL SERVICES**

### **EXTERNAL POSTING ONLY**

**TO:** All Staff

**FROM:** Ritzy Morales-Diaz

**DATE:** May 7, 2025

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

*Starting Salary: \$40,775*

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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.

**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](http://www.state.nj.us/csc).

Candidates interested in applying for this position must submit their resume:

**no later than 4:00pm on Friday, May 16, 2025.**

All resumes will only be accepted via email to: [personnel@bcbss.com](mailto:personnel@bcbss.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