BERGEN COUNTY BOARD OF SOCIAL SERVICES

<u>EXTERNAL POSTING ONLY</u>

TO: All Staff

FROM: Ritzy Moralez-Diaz

DATE: May 7, 2025

RE: *Two (2) Clerk 's - Part Time*
25 hours a week no health/medical benefits

Starting Salary: $29,125

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

<u>Residents of Bergen County preferred</u>.

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**, 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 Friday, May 16, 2025.**

Resumes will only be accepted via email to: 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