



# CITY OF PERTH AMBOY

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## Job Posting

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**TITLE:** Clerk 1 PT

**SALARY:** Minimum \$15 Hourly Rate

**DEPARTMENT:** Municipal Court

**DATE POSTED:** February 14, 2022

**DEADLINE:** February 25, 2022

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The City of Perth Amboy is looking for an individual to fill a part-time position of Clerk 1 in the Perth Amboy Municipal Court.

**Job Description:** Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions and answering telephone inquiries from public and walk-in inquiries.

**Requirements:** Must be proficient in the use of Microsoft Office applications, and have excellent customer service and communication skills. Bilingual (Spanish speaking) preferred. Applicant must adhere to normal business hours schedule, (Monday to Friday); occasional weekends and evenings, possible for events or meetings.

**This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.**

Please submit a cover letter and resume to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 by **February 25<sup>th</sup>, 2022.**

**POSTED AT:** ALL DEPARTMENTS

*Equal Employment Opportunity Employer*