



# CITY OF PERTH AMBOY

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## Job Posting

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**TITLE:** Clerk 1 / UEZ/BID Associate

**SALARY:** Minimum \$40,111

**DEPARTMENT:** Business Improvement District

**DATE POSTED:** July 6, 2022

**DEADLINE:** July 22, 2022

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The City of Perth Amboy is looking for an individual to fill a full-time position of Clerk 1 who will work in partnership to serve as a UEZ/BID Associate to provide administrative support, perform clerical duties, assist with programmatic/event coordination, marketing of services offered to local business owners and potential business owners. This position is grant-funded for one year from the appointment date; continued employment is contingent on additional funding.

**Job Description:** Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions, data entry, and answering telephone inquiries from the public and walk-in inquiries. The position will also assist the Business Improvement District through the following objectives:

- Increase awareness of services available to the business community
- Assist in outreach to business owners and respond to constituent concerns
- Canvassing, marketing, and advertising
- Coordinate events, workshops, and seminars
- Assist in overall program development and outreach

**Requirements:** Must be proficient in using Microsoft Office applications and have excellent customer service, superb written and oral communication skills, and social media competency. Bilingual in Spanish is preferred. Applicant must adhere to a flexible work schedule, including occasional weekends and evenings for events/meetings. Residency may be required.

Please submit a cover letter, resume, and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861, or email [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **the closing date**.

*Equal Employment Opportunity Employer*