



CITY OF PERTH AMBOY

Job Posting

TITLE: Clerk 1 – Part-time

SALARY: Minimum \$18 Hourly Rate

DEPARTMENT: Tax Collection

DATE POSTED: July 8, 2022

DEADLINE: July 16, 2022

The City of Perth Amboy is looking for an individual to fill the part-time position of Clerk 1 in the Tax Collection Department.

Job Description: Under direction, performs varied clerical work in collecting tax & billing functions, answering telephone inquiries from the public, and walk-in inquiries.

Requirements: Must be proficient in using Microsoft Office applications, have excellent customer service communication skills, be highly organized, and be attentive to details. Banking experience & Bilingual (Spanish speaking) preferred. 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 by **the closing date**.

Equal Employment Opportunity Employer