



## CITY OF PERTH AMBOY

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### Job Posting

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**TITLE:** Clerk 1 – Part-time

**SALARY:** Minimum \$18 Hourly Rate

**DEPARTMENT:** Tax Collection

**DATE POSTED:** September 6, 2022

**DEADLINE:** September 16, 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 Tax Collection Department.

**Job Description:** Under direction, performs varied, clerical work in the collection of tax & billing functions, 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, communication skills, highly organized, 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 to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **the closing date**.

*Equal Employment Opportunity Employer*