



# CITY OF PERTH AMBOY

---

## Job Posting

---

**TITLE:** Clerk 1 PT

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

**DEPARTMENT:** Office of Housing & Social Services/Human Services

**DATE POSTED:** September 2, 2022

**DEADLINE:** September 16, 2022

---

The City of Perth Amboy is looking for an individual to fill a part-time position of Clerk 1 in the Office of Housing and Social Services.

**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.

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*