



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Clerk 1</b>
<b>SALARY:</b>	<b>\$40,111 - \$45,000</b>
<b>DEPARTMENT:</b>	<b>OECD/Urban Enterprise Zone Program</b>
<b>DATE POSTED:</b>	<b>March 14, 2023</b>
<b>DEADLINE:</b>	<b>March 27, 2023</b>

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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 provide administrative support, perform clerical duties, assist with programmatic/event coordination, canvassing, marketing of services offered to local business owners and potential business owners. The position is grant funded for one year from the appointment date, continued employment is contingent on additional funding.

**Job Description:** Under direction, performs varied, including but not limited to, complex clerical work involving the processing of documents in a variety of functions, data entry, purchasing/procurement and answering telephone inquiries from public and walk-in inquiries. The position will also assist the Urban Enterprise Zone through the following objectives:

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

**Requirements:** Must be proficient in Microsoft Office applications, and have excellent customer service and superb written and oral communication skills, social media competency. Bilingual in Spanish is preferred. Applicant must adhere to a flexible work schedule that may include occasional weekends and evenings for events/ 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 or email [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **the closing date**.

***Equal Employment Opportunity Employer***