



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Clerk 1 PT</b>
<b>SALARY:</b>	<b>\$17 Hourly Rate</b>
<b>DEPARTMENT:</b>	<b>Municipal Court</b>
<b>DATE POSTED:</b>	<b>May 1, 2023</b>
<b>DEADLINE:</b>	<b>May 15, 2023</b>

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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 Perth Amboy Municipal Court.

**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 evenings hours to accommodate the operations of the Court.

*This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.*

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*