



CITY OF PERTH AMBOY

Job Posting

TITLE: Clerk 1 PT

SALARY: \$20 Hourly Rate

DEPARTMENT: Tax Assessor

DATE POSTED: August 08, 2023

DEADLINE: August 22, 2023

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

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. A successful candidate will compile sales reports, input/review permits, process 200 foot requests, fulfill OPRA requests, accept deduction applications, and assist with mass mailing; does other related duties as required.

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 Department. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position. Bilingual in Spanish is preferred. Residency may be required.

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 to employment@perthamboynj.org by **the closing date**.

POSTED AT: ALL DEPARTMENTS

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