



CITY OF PERTH AMBOY

Job Posting

TITLE:	Clerk 1
SALARY:	\$17 Hourly Rate
DEPARTMENT:	Municipal Court
DATE POSTED:	October 16, 2023
DEADLINE:	November 10, 2023

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. Preferred knowledge of: EDS, PCSAM, EMACS, ATS and ACS. 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.

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 by **the closing date**.

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