



PART-TIME ADMINISTRATIVE SECRETARY

Robbinsville Township Council is currently offering a part-time position of Administrative Secretary, working within the Township Clerk's office

Posting date: July 12, 2018 / Deadline to apply: August 3, 2018
Salary: \$18.50 per hour

Interested applicants must have at least two years office experience, proficiency in MS Office Suite, exceptional customer service skills and a high level of professionalism.

Hours - 9 a.m. - 2 p.m. Monday through Friday with additional hours required for elections and special circumstances.

Job Responsibilities are, but not limited to:

- Responsible for maintaining the Dog License program
- Provide administrative support to the office of the clerk (filing, typing, scanning, data entry and meeting minutes)
- Providing Notary services both in house and to the public
- Receptionist to the office
- Perform job functions related to elections
- Receive and processes payments

Please do not use the online application for this position.
Interested applicants should send cover letter and resume to:

Michele Seigfried, Township Clerk
Robbinsville Township
2298 Route 33
Robbinsville, NJ 08691

Robbinsville Township is an Equal Opportunity Employer