

TOWNSHIP OF EVESHAM JOB OPPORTUNITY

TITLE: ADMINISTRATIVE ASST. TO MUNICIPAL CLERK & TOWNSHIP MANAGER
DEPARTMENT: Township Clerk
SALARY: DOQ – Minimum from Salary & Wage Ord. = \$14.00/hour
SCHEDULE: Monday – Friday (8:30 a.m. to 4:30 p.m.)
Must be available for additional hours when necessary –
Council Meetings, Elections, etc.

POSITION QUALIFICATIONS:

Full-time staff member to assist with the statutory duties of the Municipal Clerk. RMC and CMR preferred or must complete RMC certification within 2 years of employment.

Previous experience in a Municipal Clerk’s office preferred. Applicants must possess excellent spoken and written communication skills, ability to interact with the public, local officials, department managers and employees. Duties include, but are not limited to, assisting with the daily operation of the Clerk’s office, preparation of meeting agendas, ordinances, resolutions, and meeting minutes as well as processing various licenses, records management duties and assisting with elections. Must be available to attend evening Council meetings.

Interested and qualified candidates should submit a cover letter and resume to the Human Resources Office by Friday, August 25, 2017.