

Township of Parsippany-Troy Hills
OPEN POSITION ANNOUNCEMENT
Full-Time Keyboarding Clerk 1 – Construction Department

Department: Construction Department

Workweek: Monday through Friday 9:00 AM to 5:00 PM. Subject to change based upon the needs of the department and the Township.

Wage: Per ordinance \$27,550 – \$73,700 non-exempt white-collar. Excellent benefits package provided.

Definition: Under supervision, performs a wide variety of clerical and administrative duties, including but not limited to, receiving and directing telephone calls and visitors, file management, mailing, archive management and other duties assigned.

Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Skills/Duties:

- Ability to work effectively with the public, possess good communication skills and be able to use proper grammar and spelling to handle correspondence.
- Patience and the ability to think clearly under pressure.
- Receives, processes, and certifies completeness of applications for various construction projects, while guiding the applicants through the process.
- Excellent organizational skills and attention to detail, in addition to, the ability to multitask efficiently and effectively in a high activity work environment.
- Candidate must be customer service oriented and possess the ability to establish and maintain effective and harmonious working relationships with employees, officials, and general public.

Requirements: Ability to read, write, speak, understand and communicate in English. Understand, remember and carry out oral and written instructions.
Computer skills, including proficiency in Microsoft Suite (Outlook, Word, and Excel).

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to James Cryan, Business Administrator at jobs@parsippany.net and Jennifer Smith, Director of Construction at jsmith@parsippany.net.

Closing Date: Open until filled. EOE.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to A. Ferrara, Mayor's Office. Post the copy)