

Township of Parsippany-Troy Hills
OPEN POSITION ANNOUNCEMENT
Keyboard Clerk I (2 positions)

Department: Mayor's Office

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, Salary Range, \$27,550 – \$80,700 White Collar Non-Exempt

Definition: This position performs varied clerical and administrative duties, including, but not limited to, field phone calls, file management, scheduling meetings, drafting correspondence, mailing, archive management and other duties assigned. *This position performs a wide variety of routine and complex administrative, clerical, and project management responsibilities in assistance to the Mayor while maintaining confidential information.*

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: Candidates must possess excellent organizational skills and attention to detail are essential, as is the ability to multi-task efficiently and effectively in a high activity work environment, good computer skills, including knowledge of Microsoft Office Suite. Experience with Edmunds (Municipal Accounting Software) and Paychex software preferred, but will train. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position. Understand verbal and written instructions and possess good communication skills and be able to use proper English grammar and spelling. The candidate should possess attention to detail and strong organizational and time management skills. Patience is a must and the ability to think clearly under pressure. Must be able to work alone and in a team environment.

This position is within the Mayor's Office and requires considerable interaction with residents and visitors on a daily basis. Customer service excellence is required. Handles information of a confidential nature. Process incoming and outgoing mail.

Must be able to effectively deal with a high volume of residents by phone and in person, use good judgement and discretion and demonstrate patience in handling a variety of customer requests.

Create, maintain and archive file folders and documents. Place orders and distribute office supplies, prepare payment requisitions and voucher processing, follow up on payment processing.

Must possess a current New Jersey Driver's License. High School diploma or GED and subject to pre-employment drug testing.

To Apply: Please submit cover letter, and resume to Khaled Madin, Interim Business Administrator at jobs@parsippany.net, cc: Hank Sunyak, Personnel Director at hsunyak@parsippany.net.

Closing Date: Open until filled

Date Posted: _____

Posted By: _____

Department: _____

(Return the original signed form to L. Arcuri, Administration Office. Post the copy)