



Township of Monroe

County of Middlesex

POSTED 12/29/2017

JOB ANNOUNCEMENT

CLERK – Part-time
Transportation

General Description:

Part-time position, twenty-nine (29) hours per week, Monday – Friday, to work reception desk at Monroe Township Transportation Office and perform the following:

Duties include, but not limited to:

- Answer phones and assist residents at the counter;
- Take requests for medical appointments;
- Call out pick up times for trips and medical appointments;
- Handle Park & Ride Permits and payments;
- Performs other related duties as assigned

Qualifications:

KNOWLEDGE AND ABILITIES:

- Strong customer service and computer skills, including other office equipment;
- Good communication skills and must enjoy working with senior residents;
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position

PHYSICAL REQUIREMENT:

- Ability to sit for long periods of time;
- High phone call volume

EDUCATION AND EXPERIENCE:

- High School Diploma or the equivalent, previous office experience preferred.

Applicants must reside in New Jersey, unless otherwise exempted by law, and are required to pass a pre-employment drug-screen and background check.

Persons with mental or physical disabilities are eligible, as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the Township undue hardship, such persons may not be eligible.

Wages:

Pursuant to applicable Collective Bargaining Agreement.

Application Procedure:

Interested parties may obtain applications from the Office of Health & Human Resources located at Monroe Township Municipal Complex, 1 Municipal Plaza, Monroe Township, NJ 08831 or by visiting www.monroetwp.com. Completed applications should be submitted to Health & Human Resources no later than Friday, January 19, 2018.