

TOWNSHIP OF WEST WINDSOR

Secretary III-Clerks Office

West Windsor is seeking a FT Secretary III, Clerks Office. Under the supervision of the Township Clerk/Deputy Township Clerk this position provides senior administrative support to the Township Clerk. Provides skilled clerical support including proof-reading, bookkeeping, processing requisitions, issuance of various licenses and registrations, records management, OPRA processing, preparing and maintaining Excel spreadsheets and internal and external customer service. Previous local government experience preferred.

Please forward cover letter, employment application, resume to: West Windsor Township, Human Resources, PO Box 38, West Windsor, NJ 08550 or e-mail HR@WestWindsorTwp.com. SUBJ: Secretary III-Clerks Office Deadline: Until Filled No phone calls please. EOE/Affirmative Action.