

Township of West Windsor - Secretary II –Health Department

West Windsor Township is seeking a full time Secretary II for the Health Department. Under limited supervision, performs moderately complex clerical work necessary to support the functions of the Health Department; and, as needed, provides basic clerical support to Township Boards and Committees, Division of Recreation & Parks, Division of Senior & Social Services and Division of Affordable Housing. Candidates should have H.S. Diploma or equivalent; 1-year experience in customer service or experience involving communication with the public. Microsoft Office- Outlook, Word, Excel Publisher, Access experience preferred. Ability to work nights/weekends during emergencies, special events and clinics.

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 II Health Department. Deadline: Until Filled No phone calls please. EOE/AA.