

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: CLERK
LOCATION: Public Works Office
10 Commerce Court
Verona, NJ 07044
TITLE CODE: 01245 Clerk I
ISSUE DATE: 08/26/2022 **CLOSING DATE:** 9/26/2022
OF POSITIONS: 1 (One)
SALARY: \$20-\$22.50/hr.
WORKWEEK: Monday-Friday Part Time (28 hrs. maximum)

DESCRIPTION: Under the direction of the Engineering Manager and Zoning Official, the Township of Verona is seeking a part-time clerk to assist with day to day activities in the Department of Public Works. Responsibilities include routine clerical work involving the processing of contractor invoices, answer phone calls, greet and assists office visitors, prepare reports, maintain records and files and other related duties as directed by the Engineering Manager and Zoning Official.

REQUIREMENTS: Excellent communication skills, detail oriented, proficiency in Microsoft Word and Excel. Knowledge of Edmunds MCSJ software and zoning and/or engineering is a plus.

APPLY: Interested candidates must submit a Verona Pre-Employment Application available at Veronanj.org, cover letter and resume detailing experience and qualifications to the Office of the Township Manager, via email at JobOpportunities@VeronaNJ.org no later than 4:00 p.m. on the Closing Date listed above. The Township reserves the right to make a job offer prior to closing date.