

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 I (Part-Time)

LOCATION: Community Services-Recreation Department
880 Bloomfield Ave
Verona, NJ 07044

TITLE CODE : 01245 Clerk I

ISSUE DATE: 01/19/2023

CLOSING DATE: 2/19/2023

OF POSITIONS: 1 (One)

SALARY: \$15.00-\$30.00/Hr.

WORKWEEK: Monday-Friday Part Time (28 hrs. maximum)

DESCRIPTION: Under the direction of the Director of Community Services, the Township of Verona is seeking a part-time clerk to assist with day to day activities in the Recreation Department. Responsibilities include routine clerical work involving the processing of invoices, answer phone calls, greet and assists office visitors, prepare reports, maintain records and files and other related duties as directed by the Director of Community Services. Part Time hours are between the hours of 8:30 a.m. – 4:30 p.m. as required.

REQUIREMENTS: Excellent communication skills, detail oriented, proficiency in Microsoft Word and Excel. Knowledge of Edmunds MCSJ software is preferred but not required.

APPLY: Interested candidates must submit a Verona Pre-Employment Application available at Veronanj.org/jobs 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.