

NOTICE OF JOB VACANCY

DEPARTMENT: Union County Clerk

TITLE OF POSITION: Keyboarding Clerk 1

DESCRIPTION OF POSITION:

Responsibilities include (but are not limited to):

- Under close supervision, perform routine, repetitive clerical work involving the processing of documents in a variety of functions;
- Format and key enter/type correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device;
- Utilize printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.
- Receives, screens, reviews and verifies documents.
- Perform other related duties as required.

EXPERIENCE/EDUCATION: Applicants will be required to demonstrate proficiency in keyboarding or typing.

SALARY RANGE: \$32,194.00 - \$53,315.00

ISSUE DATE: 3/4/2022 **CLOSING DATE:** 4/1/2022

AUTHORIZED SIGNATURE: 

PRINT NAME: Joanne Rajoppi

TITLE: Union County Clerk

Interested applicants may submit their resumes to
clara.fernandez@ucnj.org

**UNION COUNTY IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

UNION COUNTY RESIDENCY REQUIRED