

# 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:** 7/5/22      **CLOSING DATE:** 7/26/22

**AUTHORIZED SIGNATURE:** 

**PRINT NAME:** Joanne Rajoppi

**TITLE:** Union County Clerk

Interested applicants may submit their resumes to  
[clara.fernandez@ucnj.org](mailto:clara.fernandez@ucnj.org)

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

**UNION COUNTY RESIDENCY REQUIRED**