

# NOTICE OF JOB VACANCY

## County of Union

DEPARTMENT: ENGINEERING, PUBLIC WORKS & FACILITIES MGT.

TITLE OF POSITION: **Keyboarding Clerk 1**

**DESCRIPTION OF POSITION:** Under close supervision, performs routine repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents reports, charts and other materials on a computer console, typewrite, or other key entry device used by the agency; does other related duties as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Note: Keyboarding Clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

**SALARY RANGE:** \$45,000 - \$52,000

**ISSUE DATE:** 08/06/2024 **CLOSING DATE:** 08/13/2024

**AUTHORIZED SIGNATURE:**



**PRINT NAME:** Joseph J. Policay, Jr.

**TITLE:** Acting Director, Dept. of Engineering, Public Works & Facilities Mgmt.

**INTERESTED APPLICANTS MAY CONTACT THE  
DEPT. OF ENGINEERING, PUBLIC WORKS & FACILITIES MGMT.  
Madeline Brigantino 908-789-3653**

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

**UNION COUNTY RESIDENCY REQUIRED**