

SEASONAL EMPLOYEE

Organization: Union County, Surrogate's Court
Location: Union County Court House, Elizabeth
Description/Pay: Part-Time, \$20hr

Essential Functions:

- Represents the County of Union, as appropriate
- Demonstrates flexibility regarding work location and travels to other County office locations as required by operational needs.
- Demonstrates compassion, understanding, and professional, courteous interactions with the public and legal community.
- Handles and distributes correspondence received.
- Directs phone inquiries to correct division.
- Under direction, Files and archives court records
- Maintain safe, clean, and organized work areas.
- Follow workplace policies and supervisor instructions.
- Use basic equipment, technology, or inventory systems as required.
- Under direction, answers record keeping inquiries and general inventory questions from the public and legal community, courteously.
- Work cooperatively with staff and the public.
- Perform other related duties as assigned.

Qualifications

- Proficiency with Windows and standard office software.
- Demonstrates the ability to interact independently with the public in a mature, sensitive, compassionate, and professional manner.
- Excellent interpersonal, written and verbal communication, time-management, and organizational skills.
- Bilingual proficiency in English and Spanish a plus.

Work Location Flexibility

- Position primarily based in the Surrogate's Court Elizabeth office. The employee may be assigned to either the Elizabeth or Westfield office depending on operational needs. The assigned work location may vary during the seasonal period.