

BOROUGH OF FORT LEE



POSITION ANNOUNCEMENT

FULL-TIME POSITION (32 ½ Hour Work Week)

KEYBOARDING CLERK 1 (CLERK TYPIST)

at the

RECREATION DEPARTMENT

DEFINITION:

Under direction, the individual would perform varied, complex clerical work involving the processing and filing of records as well as more difficult and complex tasks. Performs specialized clerical work involving the receiving, disseminating, filing, maintaining records and does other related duties as required by the department.

REQUIREMENTS:

Computer Skills and Experience

Interpersonal and Communications Skills in dealing with the Public on a daily basis

If anyone is interested, please submit your résumé to Ms. Cheryl Westeyn, Recreation Superintendent at c-westeyn@fortleenj.org or to the Borough of Fort Lee Recreation, 1355 Inwood Terrace, Fort Lee, New Jersey 07024 no later than September 24, 2021.