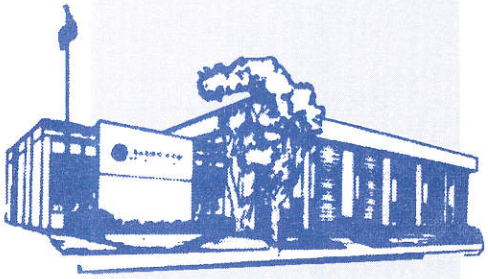
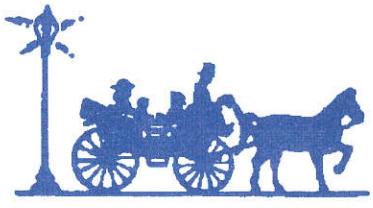


Township of Lakewood

MUNICIPAL BUILDING
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701
732-364-2500 • FAX: 732-905-5991

CLERK TYPIST POSITION - TAX COLLECTOR'S OFFICE: The Township of Lakewood is seeking a full-time employee to work in the Tax Collector's Office. Applicant must be organized, pay attention to detail, be able to work with the public and be able to perform well under pressure. Responsibilities will include cash handling, daily deposits, data entry, filing, and basic functions of working in a Tax Office. Knowledge of the Edmunds system preferred, Microsoft Excel & Word a plus.

Send resume to Effie Pressley, Tax Collector, 231 3rd Street, Lakewood, NJ 08701 or by fax: 732/905-5978 or E-mail jochs@lakewoodnj.gov. ****Deadline to respond is Friday, March 14, 2014.****