



## Township of Lakewood Employment Opportunity

### Clerk/Typist

The Township of Lakewood is seeking a full-time **Clerk/Typist** for its Office of Vital Statistics.

#### Description:

Applicant must be highly motivated, detail orientated and must possess excellent written and oral communication skills to work under the general direction of the Municipal Clerk.

Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere. Responsibilities include but are not limited to: answering phones, data entry, general clerical tasks.

A full job description is attached.

Salary Range: \$29,202.71 - \$45,134.79

Position: Full time

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please mail or email cover letter and resume with "**Vital Statistics-Clerk**" in the subject line no later than July 16, 2018 to the attention of :

Director of Human Resources  
Township of Lakewood  
231 Third Street  
Lakewood, New Jersey 08701  
[hr@lakewoodnj.gov](mailto:hr@lakewoodnj.gov)

Posted: July 6, 2018

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

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## Job Specification

### CLERK TYPIST

#### ALL JURISDICTIONS

#### DEFINITION

Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; 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:** Appointments may be made to positions requiring bilingual skills.

#### 23232C - Bilingual in Spanish and English SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

#### EXAMPLES OF WORK:

Types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, cylinders, tapes, Dictaphone, and/or Ediphone machine.

Types master sheets for use in duplicating machines.

Cuts stencils.

Checks and compares finished copy.

Composes and types simple correspondence.

Prepares and keeps records.

Addresses, stamps, and mails department correspondence.

Operates numbering, time stamping, and dating machines.

Hand stamps letters, papers, and other documents, and sorts and files, cards, letters, forms, and other documents.

Fills in and checks form letters, circular letters, and forms.

Gives information according to department regulations, in person and by telephone.

Answers the telephone and takes messages accurately.

Maintains mailing lists.

Assists in locating and compiling data for reports.

Compiles and tabulates simple numerical data.

In State government, Department of Law and Public Safety, may type labels for specimens, samples, or evidence.

In State government, Department of Law and Public Safety, maintains records of evidence receipt, verification, and recording.

In State government, Department of Law and Public Safety, may type laboratory records reflecting the storage of evidence.

Operates office machines and equipment, including manual, and electric typewriters, commonly used duplicating machines, and adding machines as required.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of office methods, practices, routines, and equipment.

Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written explanations and from demonstrations.

Ability to do typing from varied types of copy.

Ability to use and care for office machines and equipment, manual and electric typewriters, duplicating machines, and adding machines.

Ability to maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:**

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
23231		S	N	35	07	N/A	A03	10 Month
23232		S	N	35	07	N/A	A06	-
23232C	Bilingual in Spanish And English	S	N	35	07	N/A	A06	-

This job specification is for state government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

8/29/2006