



## Township of Lakewood Employment Opportunity

### **Clerk 1 – Tax Collector’s Office**

The Township of Lakewood is seeking a Clerk 1 for its Tax Collector’s Office.

#### Description:

Qualified candidate must have strong math and computer skills, be organized, detail orientated, accurate and able to communicate well with the public. Responsibilities will include tax collections, assisting with daily deposits and billing. Candidate must be proficient in Excel, Word and Outlook. Familiarity with Edmunds tax and strong cash handling skills are a plus. This position also includes varied administrative, clerical and support duties.

Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere.

#### Requirements:

Candidates should possess an associate’s degree, bachelor’s degree a plus.

Salary: \$29,786 - \$46,958 annual salary

Position: Full time

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

To apply: Please email cover letter and resume with “Clerk 1 - Collector” in the subject line to the attention of:

Director of Human Resources

[hr@lakewoodnj.gov](mailto:hr@lakewoodnj.gov)

Posted: 12/3/2020

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.