



Township of Lakewood Employment Opportunity

Clerk 1 (Part time/Per diem)

The Township of Lakewood is seeking a part time/per diem tax clerk for its Tax Collector's Office. Applicants must have previous municipal tax collection experience.

Description:

This position includes varied administrative, clerical and support duties. Applicant must be highly motivated, detail orientated and must possess excellent written and oral communication as well as have strong math and computer skills, including Microsoft Office. Municipal tax collection and strong cash handling experience required.

Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere. Candidates should possess an associates degree, bachelor's degree a plus.

Salary: starting \$16.37/hr

Benefits: Sick under NJ Sick Leave

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

Director of Human Resources
Township of Lakewood
231 Third Street
Lakewood, New Jersey 08701
hr@lakewoodnj.gov

Posted: 9-22-2020

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.