Part Time Administrative Assistant

The Town of Clinton is seeking an individual to perform various clerical duties within the Office of the Municipal Clerk. Duties include, but are not limited to verbal and written communication with residents, elected officials, and administrative staff; daily accounting of dog/cat registration and Municipal Clerk's accounts, which include monthly and yearly bank account reconciliations/reports; assistance with the preparation of the minutes from public meetings of the Council; assistance with marriage licenses, birth/death certificates, and various other municipal licensing. Applicants must have knowledge of MS Office products. Knowledge of MACS Animal Licensing software and possession of a Certified Municipal Registrar certificate a plus. Flexible schedule with working hours not to exceed 15 hours per week. Salary depending on qualifications. Interested applicants should send resume and completed Employment Application Form (available on the Town's website by clicking here) in a sealed envelope labeled "Administrative Assistant Position" to the Town of Clinton Business Administrator, Richard Phelan, at 43 Leigh Street, Clinton, NJ 08809, or via e-mail to rphelan@clintonnj.gov no later than Friday, October 30, 2015.