

City of Burlington
Department of Administration



JOB POSTING – Open to the Public
Clerk 1 – title code 01245

Posting Date: September 5, 2023 – September 26, 2023

PART-TIME POSITION: Days: 2 to 3 days per week Hours: 14 to 25 hours per week

HOURLY RATE: Commensurate with qualifications and experience

JOB DESCRIPTION: Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

EXAMPLES OF WORK*: Receives, screens, reviews and verifies documents. Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution. Opens, time stamps, sorts, numbers, and distributes mail. Sorts, indexes, and files checks, cash stubs, vouchers, requisitions and other materials, numerically, alphabetically, or according to other predetermined classification; maintains such files. Receives documents, forms and fees; screens, sorts and assembles this information for further processing. Assembles materials for distribution. Hand stamps letters, papers, and other documents. Fills in and checks form letters, circulars, and forms as directed. Compiles information and/or numerical data. Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff. May enter and/or retrieve information on a computer terminal. May assist in requisitioning, storing, and distributing office supplies. May assist in preparing and verifying payrolls and make simple arithmetic calculations. Schedules administrative proceedings; may process requests for scheduling changes. Operates various types of office and mail processing machines such as a keyboard equipment, calculators, computer, printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing ribbons. Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts. Maintains records and files.

***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.

KNOWLEDGE AND REQUIREMENTS: Knowledge of office routines, equipment, and practices after a period of training. Ability to comprehend established office routines and department regulations. Ability to organize assigned clerical work and develop effective work methods. Ability to make simple arithmetic calculations and tabulations. Ability to understand, remember, and carry out oral and written directions. Ability to perform tasks accurately within prescribed time frames. Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department. Ability to sort, index, file, and pull varied types of materials using an established filing system. Ability to read, write, speak, understand, and communicate in English sufficiently to perform 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 essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer.

This is a non-competitive position. Interested persons must submit an application by 4:00 PM, Tuesday, September 26, 2023, to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email to Zoraida Pagan at zpagan@burlingtonnj.us.

Applications are available at www.burlingtonnj.us or at City Hall, 525 High St, Burlington, NJ 08016.