

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: Clerk I
(Temporary Part-Time)

LOCATION: Building Department
880 Bloomfield Ave
Verona, NJ 07044

TITLE CODE : 01245 Clerk I

ISSUE DATE: 1/15/2025 **CLOSING DATE:** 2/5/2025

OF POSITIONS: 1 (One)

SALARY: \$20.00/Hr.

WORKWEEK: Monday-Friday Part Time (24 hrs. /week)

DESCRIPTION: Under the direction of the Construction Code Official, the Township of Verona is seeking a part-time clerk to assist with day-to-day activities in the Building Department. Responsibilities include routine clerical work involving the processing of invoices, answer phone calls, greet and assists office visitors, prepare reports, maintain records and files and other related duties as directed by the Construction Official. Part Time hours are needed between 11:30 a.m. - 4:30 p.m. or as needed by the Construction Official during regular business hours.

REQUIREMENTS: Excellent communication skills, proficiency in Microsoft Word and Excel. Knowledge of Edmunds MCSJ software is preferred but not required. Knowledge of NJ Uniform Construction Code is preferred.

APPLY: Interested candidates must submit a Verona Pre-Employment Application available at Veronanj.org/jobs cover letter and resume detailing experience and qualifications to the office of the Township Manager, via email at JobOpportunities@VeronaNJ.org no later than 4:00 p.m. on the closing date listed above. The Township reserves the right to make a job offer prior to closing date.

Schedules administrative proceedings; may process requests for scheduling changes.

May transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals.

When assigned to a court, learns to prepare the docket (or schedule) of cases to be called and to contact witnesses, attorneys, and other parties to collect or provide information; learns to call court to order, administer oaths to jurors, witnesses, court officers and others, announce postponements, and adjourn court; assists the judge both on the bench and in the chambers.

When assigned to a tax office, learns to compute and record tax payments.

When assigned to a finance or tax office, learns to perform specialized clerical work involving the preparation and maintenance of assessment rolls and records.

When assigned personnel duties, learns to process personnel action forms, maintain personnel records and gather sensitive or confidential information or data.

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.

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:

Appointees 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 essential duties of the position.

KNOWLEDGE AND ABILITIES:

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 operate and perform routine maintenance on office machines and other equipment.

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

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.

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
01245		L	N		N/A	01		-
01248	Bilingual In Spanish And English	L	N		N/A	01		-

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

3/26/2011
