

Town of Secaucus
Job Description

JOB TITLE: ADMINISTRATIVE CLERK
OFFICE OF DIVISION OF CONSTRUCTION/INSPECTIONS

Exempt (Y/N): No	SALARY LEVEL: \$26,500
SHIFT:	DIVISION: Construction/Inspections
LOCATION: Town Hall	DEPARTMENT: Inspections
UNION AFFIL: Local 911, Public Emp. Union	SUPERVISOR: Director, Office of Inspections

SUMMARY: The purpose of this position is to provide administrative support and perform a variety of day to day clerical functions to the Department.

ESSENTIAL JOB FUNCTIONS including, but not limited to the following:

- Handle phone inquiries and forward calls to appropriate official as needed.
- Handle face to face inquiries from public
- Data input into computer system.
- Prepare correspondences and other records.
- Schedules appointments.
- Prepare requests for records, information, generate reports and applications.
- Handle other essential tasks as assigned.
- Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School diploma required or equivalent
- Minimum two years' administrative clerical experience in a related area
- Excellent verbal and written communications skills, able to disseminate information relating to the operations in a professional, concise and consistent manner.
- Strong customer service focus with strong interpersonal skills in dealing with the public sector.

- Strong organization skills, accuracy and attention to details.
- Experience in Microsoft Office applications including Word, Excel, PowerPoint and Access; knowledgeable in other database systems.
- Experience in handling and preparing legal documents.
- Knowledge and understanding of municipal government

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job promotional opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications and/or resumes should be filed with the Town Administrator's Office no later than 4 PM, Thursday, May 7, 2015.

Date of Posting: Friday, May 1, 2015



David B. Drumeler, Esquire
Town Administrator/EEO Officer