

Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

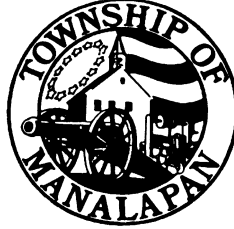
Website: www.mtnj.org

Mayor
JACK MCNABOE

Deputy Mayor
SUSAN COHEN

Township Committee
MARY ANN MUSICH
BARRY JACOBSON
ERIC NELSON

Business Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: Clerk Typist – Full Time
Office of the Municipal Clerk

SALARY: \$28,526 – AFSCME Union

HOURS: 35 hours a week - M-F

QUALIFICATIONS:

- Strong written and verbal communication
- Highly organized with the ability to multi-task in busy office environment
- Customer Service Friendly
- Ability to work in a confidential environment
- Data entry experience and proficient in Microsoft Office applications
- Experience in a Municipal Clerk's Office

RESPONSIBILITIES: Including but not limited to assisting the Clerk's Office with records management, elections, resolutions, ordinances, minutes, and various licenses, applications and registrations.

If interested, please contact Jeannette Toro in the Administration
Office: jtoro@mtnj.org