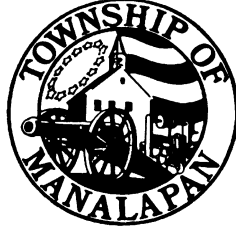


Township of Manalapan

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: FULL - TIME CLERK-TYPIST/DEPUTY REGISTRAR
SALARY: \$28,526 – AFSCME Union
HOURS: 35 hours per week - Monday thru Friday

QUALIFICATIONS:

Must have data entry experience and be proficient in Microsoft Office applications. Must have ability to multi-task in a busy office environment. Must be customer service friendly. Money handling experience preferred. Must have a valid NJ Driver's License. This position will also serve as Deputy Registrar of Vital Statistics. Applicants must possess a valid New Jersey Registrar of Vital Statistics Certification and possess excellent office secretarial and public service communication skills.

RESPONSIBILITIES

Receptionist including counter and telephone assistance
Work with various Volunteer Committees
Event Planning & Public Relations of Health Sponsored Programs
Word Processing, Data Entry and Filing
Microsoft Access Applications
Processing a variety of applications, registrations and deposit preparation
Office Machine Operations
Facilitating various special assignments and projects

If interested, please send your resume and application to Jeannette Toro
(jtoro@mtnj.org)