

Township of Manalapan

ADMINISTRATION

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

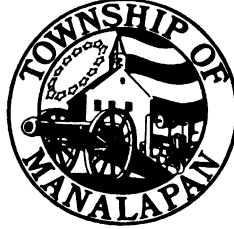
Website: www.mtnj.org

Mayor
JACK MCNABOE

Deputy Mayor
SUSAN COHEN

Township Committee
MARY ANN MUSICH
ERIC NELSON
ROBERT GREGOWICZ

Business Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: Account Clerk – Full Time Manalapan Police Department
SALARY: \$39,701
HOURS: 35 hours a week - M-F 8:30am to 4:30pm

QUALIFICATIONS:

Must have data entry and clerical experience and be proficient in Microsoft Office applications. Must have ability to multi-task in a busy office environment. Must be customer service friendly. Background in criminal justice preferred. Must have a valid NJ Drivers' License and pass a criminal background investigation. Ability to learn Spillman, CJIS system and POSS (Police Officer Scheduling System).

RESPONSIBILITIES

Word Processing, Data Entry and Filing
Spillman, CJS, POSS computer systems
Open Public Records Act Requests
Civil and Criminal Discovery
Customer Service Experience
Office Machine Operations
Receptionist including counter and telephone assistance

If interested, please contact the Administration Office, jtoro@mtnj.org