

PART TIME POSITION

JOB VACANCY ANNOUNCEMENT

P/T CLERICAL POSITION – EWING TOWNSHIP, Health Department is accepting applications for a part-time Clerical position. Responsibilities include data entry; filing records; answering phones; customer service; preparing and submitting various reports and documents; processing requests for information under various authority including, but not limited to, the Open Public Records Act. Applicants must be technologically savvy with the ability to use Microsoft products and to learn other programs; possess excellent customer service skills; and have the ability to carry out and follow instructions. This is a part time position that may lead to full time employment. Ewing residency and a valid driver's license are required. Please submit application and resume to Personnel Director, Hilary Hyser at hhyser@ewingnj.org. All applications must be submitted by December 2, 2016.