

OFFICE CLERK/CASHIER (PART-TIME) – WOODBURY CITY

City of Woodbury (Gloucester County) is currently seeking two (2) part-time office clerk/cashiers for the Housing, City Clerk and Tax/Utility Collection Offices. Proposed work schedule is 20 hours/week, and seeking coverage for daily AM and PM shifts (8:30am-12:30pm and 12:30-4:30pm). The candidate must be organized, proficient with computers, including Microsoft Excel & Word, possess excellent telephone and communication skills. Various office duties include interacting with the public, collection and posting of receipts, assisting with the Housing and Clerk's office, filing and answering phones; other duties as assigned. Municipal Government experience preferred. Experience with Edmunds software a plus. Send cover letter and resume to: Robert Law, Administrator by May 31, 2018 to RLaw@woodbury.nj.us. EOE.