



JOB POSTING

Borough of Wildwood Crest

POSITION: Keyboarding Clerk 1

Type of employment: Full-Time, Monday-Friday 8:30AM-4:00PM
with excellent fringe benefits

The Borough seeks a professional, customer service – oriented, experienced candidate to join our Department of Revenue and Finance. Our ideal candidate must be organized, hardworking, and able to perform well under pressure. Job duties include but are not limited to the following: General office duties, processing mail and answering phone calls. Assist Borough Clerk with duties, including Mercantile and Animal licenses, handling of OPRA requests. Filing and digitizing documents as well as records detention. Process tax payments, billing, scanning checks to the bank and other related duties. Salary to be commensurate with experience. Salary range is from \$30,000 - \$45,000. The Borough also reserves the right to accept applications until the position is filled. For more information for employment and applications please contact the Human Resource office. Applicants are requested to complete and forward applications and resumes via email to humanresources@wildwoodcrest.org . The Borough of Wildwood Crest is an Equal Opportunity Employer.