

ENGINEERING/ PUBLIC WORKS CLERK- PART TIME

The Berlin Township Engineering and Public Works Departments are seeking to offer part time employment to an ambitious, motivated and responsible individual with:

- A high school diploma or its equivalent
- Valid driver's license
- Work under the general supervision of the Township Engineer/ Public Works Director and Public Works Deputy Director
- The ability to perform routine clerical, data entry, simple bookkeeping, filing, in an efficient manner to meet deadlines and schedules. Must possess a minimum of one year of clerical experience, able to type at least 50 WPM, able to perform simple math tasks, operate a calculator, copy machines and printers
- Proficiency in operating computers with experience in Microsoft Office, including WORD, EXCEL and Outlook
- Familiarity with accounting procedures is preferred. Must be able to prepare and submit invoices, with descriptions of the work performed and the hours spent, to clients. Able to process vendors' invoices for payment, manually and electronically
- The ability to process and maintain payroll time and time off records for department staff members
- The ability to answer telephones and communicate with the caller, take messages and create a record of the calls, assist callers and answer questions, in matters where knowledgeable, meet and greet individuals
- The ability to prepare and distribute correspondence, specifications, technical documents, Federal, State and County applications and form documents
- The ability to attend meetings, record and prepare meeting minutes
- The ability to order office supplies and clothing for department staff members