

BOROUGH OF FORT LEE



POSITION ANNOUNCEMENT

FULL-TIME POSITION (32 ½ Hour Work Week)

KEYBOARDING CLERK 1 (CLERK TYPIST)

at the

FIRE PREVENTION BUREAU

DEFINITION:

Under direction, the individual would perform varied, complex clerical work involving the processing and filing of records as well as more difficult and complex tasks. Performs specialized clerical work involving the receiving, disseminating, filing, maintaining records in the Fire Prevention Bureau and does other related duties as required by the department.

REQUIREMENTS:

Computer Skills and Experience

Interpersonal and Communications Skills in dealing with the Public on a daily basis

If anyone is interested, please submit your résumé to Mr. Steve Curry, Fire Official at s-curry@fortleenj.org or to Borough of Fort Lee Fire Prevention Bureau, 1365 Inwood Terrace, Fort Lee, New Jersey 07024 no later than July 31, 2020.