

# ***BOROUGH OF FORT LEE***



## ***POSITION ANNOUNCEMENT***

***FULL-TIME POSITION (32 ½ Hour Work Week)***

***KEYBOARDING CLERK 1 (CLERK TYPIST)***  
***at the***  
***MUNICIPAL COURT***

***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 and releasing of criminal and other law enforcement records, 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

***\* Preferred that Applicant is Bilingual in Korean & English***

If anyone is interested, please submit your résumé to Municipal Court Administrator June Keelen via email at [j-keelen@fortleenj.org](mailto:j-keelen@fortleenj.org) or to Fort Lee Municipal Court, 309 Main Street, Fort Lee, New Jersey 07024, no later than July 31, 2020.