

BOROUGH OF FORT LEE



POSITION ANNOUNCEMENT

KEYBOARDING CLERK 1 (CLERK TYPIST)

in the

RICHARD & CATHERINE NEST ADULT ACTIVITY CENTER

FULL-TIME POSITION (32 ½ Hour Work Week)

Annual Salary: \$35,000.00

DEFINITION:

Under direction, the individual would perform varied, complex clerical work including but not limited to the processing and filing of records, entering of purchase requisitions, etc. Would also be responsible for inventory and order processing under supervision, class scheduling and special event planning.

REQUIREMENTS:

Appointees to this position should have excellent organizational and interpersonal skills with a high degree of attention to detail. College degree a plus. Must have a basic knowledge of Microsoft Office applications and the ability to learn other computer programs.

If interested, please mail, or email a cover letter and resume no later than June 2, 2023, to:

Ms. Crissa Skarimbas, Director
Richard & Catherine Nest Adult Activity Center
319 Main Street, Fort Lee, NJ 07024
c-skarimbas@fortleenj.org