

Clerk/Typist - The City of Ventnor seeks a Part-Time Clerk, approx. 20 hrs per wk. Highly detailed & organized person needed to maintain files, process payments, assist with typing correspondence, answer phones & attend to taxpayers. Must possess good math skills, good office skills (filing, typing, use of MS Word & Excel etc), good communication skills & good interpersonal skills. Must possess and maintain a valid NJ driver's license. Starting salary is \$8.00/hr. Application may be picked up at the Ventnor City Mayor's Office. 6201 Atlantic Avenue, Ventnor, M – F, 8:30am – 4:00pm

Ventnor City is an Equal Opportunity Employer

