

**HELP WANTED**  
Borough of Alpha  
Part-Time

**Administrative Clerk**

25 hours per week, rate of pay \$10-18/hour depending on experience

Skills Required - knowledge of modern office equipment, word processing and spreadsheet computer skills, advanced customer service skills in working with public, 5 years clerical experience, ability to work efficiently and independently while contributing to public service team.

Duties to included but not limited to:

- detailed data entry of purchase orders and processing orders through purchasing system
- receipt of municipal payments, deposit preparation, banking and recording
- posting municipal payments and provide public information on updated accounts
- prepare quarterly utility billing and delinquent collections
- open & process daily mail
- process municipal payments
- filing

Please submit resumes to:

Laurie A. Barton, Borough Clerk/Personnel Administrator  
1001 East Blvd.  
Alpha, NJ 08856

Posted: January 17, 2012