

**HELP WANTED
BOROUGH OF ALPHA**

The Borough of Alpha is currently looking to fill the following position, New Jersey Residency is required.

**PART-TIME
Deputy Borough Clerk**

The Borough of Alpha is currently looking to hire a Deputy Borough Clerk to start immediately in the Municipal Clerk's office. Position requires at least five years of skilled clerical and administrative experience with a heavy emphasis on writing and multi-tasking. Additional Requirements include: Confidentiality, Organization, Dependability and Reliability A MUST, Attention to Detail A MUST, Microsoft Office experience a MUST & type at least 55 WPM. The duties also include and to be considered is attendance at monthly evening meetings. Applications are available on alphaboro.org and at the Municipal Building.

Please, NO PHONE CALLS.

Please submit resumes by January 23rd to:
Laurie Barton, Borough Clerk/Personnel Administrator
1001 East Boulevard; Alpha, NJ 08865
Or email: alphaclerk@alphaboro.org

The Borough of Alpha is an equal opportunity employer.