



TOWNSHIP OF MORRIS

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TIMOTHY F. QUINN
TOWNSHIP ADMINISTRATOR

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January 24, 2012

NOTICE

A vacancy currently exists in the following job classification:

Tax and Sewer Collector's Office – Part-time Clerk-Typist

Under general supervision, performs clerical work of a limited complexity requiring basic knowledge of related functions; ability to type 35 wpm corrected; experience in business machine operations and computer data entry; computer operation and data entry experience plus mathematical background desirable; meets the public and gives personal and/or telephone assistance on routine inquires; process payments into Edmunds System (Tax/Sewer Computer Program); performs related work as required. Must like working with figures. Heavy data entry. Handles receipt and deposits of tax and sewer payments.

Thorough knowledge of modern office methods, practices, and equipment including Excel and Word for Windows, and of performing tasks involved in the keeping of financial and/or other records of a mathematical nature.

Must be able to read, write, speak, and understand English sufficiently to perform the duties of the position; must be able to organize assigned work and develop strong work methods.

Rate of Pay: Commensurate with experience, knowledge, and skills. There are no benefits with this position.

Hours: Approximately 20-25 per week

Anyone who feels they possess the necessary qualifications and skills to fill this position should forward a resume to resume@morristwp.com no later than February 10, 2012.