



PASSAIC COUNTY SHERIFF'S OFFICE

NOW HIRING

KEYBOARDING CLERKS

Full-Time Position

Salary Range: \$38,030 - \$42,398

BENEFITS:

Salary Range: \$38,030 - \$42,398

Paid Holidays

Health Benefits

Public Employees' Retirement Pension

Civil Service Position with no test required

GENERAL DUTIES:

Under supervision provides general, routine information in person, regular mail or over the telephone, referring to complicated or routine and non-routine inquiries to appropriate staff, attorneys, law clerks and to the public. Performs a variety routine, repetitive, clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, routine arithmetic calculations, and documents to keep sets of financial records and the processing of documents in the areas of Summons & Complaints, Wage Executions, Levies & Possessions and Foreclosures; does other related duties as required.

REQUIREMENTS:

Must be a United States Citizen.

Must be 18 years of age or older and have obtained a minimum of a High School diploma or equivalent (GED). All appointees will be required to undergo and pass a background clearance check.

Must be able to read, write, speak, understand, and communicate in English sufficiently.

Must have good communication skills, a teamwork mentality, strong work ethic, positive attitude and Microsoft office and Excel proficiency to perform the duties of this position.

Bilingual and clerical experience is preferred.

Must be available for day shift hours.