

# BOROUGH OF UNION BEACH JOB POSTING

**MUNICIPALITY:** BOROUGH OF UNION BEACH  
**DEPARTMENT:** CONSTRUCTION  
**POSITION TITLE:** CLERK 1  
**POSTING DATE:** OCTOBER 1, 2019  
**DEADLINE DATE:** OCTOBER 15, 2019  
**SALARY:** \$33,550.00

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## POSITION DESCRIPTION AND REQUIREMENTS

Union Beach Borough seeks a qualified individual for a full-time position to perform routine clerical work in the Construction Department.

Clerks in the Construction Office perform basic and general clerical work including but not limited to answering citizen calls and email inquiries and processing documents.

Construction Clerical work includes the collection of fees, computer entry, filing, calendar set-up, scheduling of inspections and other related duties. Responsibilities include answering of phones and assisting walk-ins at the Construction Office.

Applicants should be detailed-oriented, well organized and able to multitask. Strong customer service and interpersonal skills required. Knowledge of Windows, Microsoft Word, Excel preferred.

Send resume/letter of interest to:

Robert M. Howard, Jr., Borough Administrator  
Borough of Union Beach  
650 Poole Avenue  
Union Beach, NJ 07735

The Borough of Union Beach is an Equal Opportunity Employer.