



Human Resources Office  
Princeton Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540  
P: 609/454-4751 F: 609/688-2033  
[www.princetonnj.gov](http://www.princetonnj.gov)  
[humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)

## NOTICE OF VACANCY

Department: Municipal Clerk      Post Date: November 8, 2013

Position: TEMPORARY Part-time Secretary

Salary Range: \$16.00 - \$25.00 per hour - Based on Qualifications and Experience

Start Date: ASAP      Posting End Date: Friday, November 22, 2013

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### Description:

Immediate opening for temporary office coverage for 3-6 months. Requires an energetic, enthusiastic person who can multi-task, demonstrate sound judgment and provide positive customer service to a diverse public. Duties to include answering phones, filing, and other general clerical work as assigned. Good organizational skills, accurate attention to detail, PC background with experience in MS Office (Word & Excel) required. Municipal Clerk or other related experience A+. As a temporary employee, medical benefits and pension participation are not available.

Requirements: Excellent written & oral communication skills and proficient PC skills. Must satisfy employer paid physical, drug screen and criminal background check. NJ residency required by State Statute. R.S.52:14-7.

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Any current Princeton employee interested in being considered for the position may apply. Any Princeton employee who knows of someone who might be interested, please tell that person about this vacancy. MUST Submit application, cover letter of intent and resume AS ATTACHMENTS to: [humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)  
Application available online at: <http://www.princetonnj.gov/employment.html>

**Application Deadline: Friday, November 22, 2013**

**EOE – M/F/D/V**

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### Posted on:

Monument Drive Employee Bulletin Board	Witherspoon Drive Employee Bulletin Board
Human Resources Office	Municipal Website
Recreation Department Bulletin Board	Police Department Bulletin Board
Human Services Commission	Corner House Bulletin Board
SOC-River Road Facility	Spring Street Garage-Parking Operations
Public Works Garage – John Street	Public Works Garage-Harrison Street
Princeton Public Library	File

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