



## **Office Clerk**

The Borough of Highlands is seeking a highly motivated, detail-oriented individual with excellent communication skills to serve in the full-time position of office Clerk. Major duties to include providing customer support to residents and senior staff, preparing correspondence, accepting payments, data entry, assisting in general office duties, and other duties as assigned. Proficiency in Microsoft Office and excellent time management skills. Full civil service job description can be read at the following: <https://info.csc.state.nj.us/jobspec/01245.htm>

The borough is an Equal Opportunity Employer. Civil Service jurisdiction and union position. Starting salary in the low \$30,000 range plus health benefits.

Please send resume and cover letter to Michael F. Muscillo, Borough Administrator, at [mmuscillo@highlandsborough.org](mailto:mmuscillo@highlandsborough.org).

Deadline for resumes is August 19, 2022. Borough reserves the right to interview candidates as applications are received.