

TEMPORARY P/T ASSISTANT TO CLERK - MONTAGUE TOWNSHIP, Sussex County is seeking a temporary part-time assistant to Clerk to fill in during maternity leave. Approximately end of February through May, 2018, Applicant must possess strong interpersonal and organizational skills. Individual must be reliable, capable of handling multiple tasks and have excellent written, verbal, and computer skills. Must be detail oriented. Responsibilities include preparing minutes, permits and correspondence as well as various other duties as assigned by Clerk. Knowledge of Registrar duties is a plus. Send cover letter with resume and salary requirements to: Township Clerk, Township of Montague, 277 Clove Road, Montague, New Jersey 07827, e-mail clerk@montaguenj.org or fax to 973-293-7467. Resumes will be accepted until the position is filled. Montague Township reserves the right to interview applicants as resumes are received. The Township of Montague is an equal Opportunity employer (EOE). Applicant must be a New Jersey Resident.