

# **Employment Opportunity**

**MUNICIPALITY:** TOWNSHIP OF COLTS NECK  
**COUNTY:** MONMOUTH  
**POSITION TITLE:** CLERK-TYPIST (PART-TIME)  
**POSTING DATE:** NOVEMBER 29, 2017  
**DEADLINE DATE:** DECEMBER 11, 2017  
**SALARY:** COMMENSURATE WITH QUALIFICATIONS

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## **POSITION DESCRIPTION AND REQUIREMENTS**

Colts Neck Township is seeking a qualified individual for a part-time support position within the Offices of the Administrator and Municipal Clerk. Excellent public service skills, attention to details, organization and self-motivation are a must.

Responsibilities include, but are not limited to: answering queries from the public, employees, clients, attorneys, etc.; preparing correspondence and filing; receiving fees and recording same and preparing licenses for issuance; preparing and assembling meeting packets; handling reservations; coordinating supplies and services in the offices of the Administrator and Municipal Clerk; assisting with special projects, and performing other related duties as assigned.

Applicant must have excellent computer skills including Microsoft software (Word, Excel, Power Point, Outlook). College degree or related experience required.

Please send cover letter and resume by December 11, 2017 to:

Kathleen Capristo  
Colts Neck Township Administrator  
124 Cedar Drive  
Colts Neck, NJ 07722  
or  
via email to [kcapristo@coltsneck.org](mailto:kcapristo@coltsneck.org)

EQUAL OPPORTUNITY EMPLOYER