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# Township of Egg Harbor

3515 BARGAINTOWN ROAD, EGG HARBOR TOWNSHIP, NJ 08234-8321

**Date of Posting** 6-21-2021

**Date of Application Closure**

**Position Title :** Clerk 1, Tax Assessors Office

**Description:** Under supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions, working with the public in person and on the phone.

Required to utilize a computer to input and retrieve information. Receives, screens, reviews and verifies documents.

Reviews and checks reports, applications and other documents for corrections and completeness. Refers problems to the supervisor for resolution.

Opens, time stamps, sorts and process mail. Maintains prepared or generated mailing lists.

Be able to transfer information onto forms, form letters, cards, envelopes and labels

When in the assessment office, learns to perform specialized clerical work involving the preparation and maintenance of assessment rolls and records. Learn the assessor's calendar, to understand the filing dates and procedures.

Operation of various types of office equipment, including but not limited to: computers, calculators, printers, fax machines, copiers, postage and label machines etc., may perform simple maintenance tasks such as adding toner, paper or changing labels.

Prepares routine reports or changes to assist in the preparation of reports, by gathering data, and or preparing simple charts. Compiles information and or numerical data.

Maintains property record cards, tax maps and other necessary files in the office.

**Requirements for Position:**

Working knowledge of personal computers, Microsoft Office , ability to learn Vital Communications system

**Application Instructions:**

Applicants can submit their letters of interest to Timothy Donnelly, Tax Assessor