



JOB ANNOUNCEMENT

MONROE MUNICIPAL UTILITIES AUTHORITY

372 SOUTH MAIN STREET, WILLIAMSTOWN, NJ 08094

POSTING DATE: May 3, 2024

TITLE: Clerk 1

CLOSING DATE: May 17, 2024

DEPARTMENT: Administration

HOURLY RATE: Starting at \$18/hour (40 hours per week)

DEFINITION: Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

EXAMPLES OF WORK:

- Telephone Reception
- Open and process Account Receivables
- Hand stamp checks, letters and other documents
- Sorts, indexes and files checks, cash stubs and other materials
- Perform keyboarding/typing duties
- Operates various types of office and mail processing machines

MINIMUM QUALIFICATIONS: Applicant must possess High School Diploma or GED equivalent. Previous experience in clerical role preferred. Experience with Microsoft Office (Word, Excel, Outlook, Power Point). Excellent communication and interpersonal skills.

*A background check and pre-employment drug test will be required.

LICENSES: Appointees will be required to possess a valid NJ Driver's License.

KNOWLEDGE AND ABILITIES:

- Knowledge of office routines, equipment, and practices after a period of training.
- Ability to comprehend established office routines and department regulations.
- Ability to organize assigned clerical work and develop effective work methods.
- Ability to make simple arithmetic calculations and tabulations.
- Ability to understand, remember and carry out oral and written directions.
- Ability to perform tasks accurately within prescribed time frames.
- Ability to sort, index, file and pull varied types of materials using established filing system.
- Ability to operate and perform routine maintenance on office machines and other equipment.
- Ability to interact with MMUA customers, Board members, staff and professionals in a professional manner.
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position.

SPECIAL INFORMATION: The initial assignment for this position will be in the Administration Department. The normal workweek will be Monday through Friday, from 7:30 am to 3:30 pm. The successful candidate will be subject to pre-employment and random/mandatory drug and alcohol testing pursuant to federal regulations.

*****Position is subject to a probationary review period upon initial hire and periodic evaluations thereafter*****

ADDITIONAL INFORMATION: The successful candidate for this position must be able to perform the duties and responsibilities of the position satisfactorily. Since the activities of other employees depend upon the performance of the employee in this position, reliable attendance is a factor that the employer will consider when filling this vacancy.

Benefits include paid vacation, sick time, paid holidays, health care, dental, vision, life insurance and the New Jersey Public Employees Retirement System.

An application can be obtained in our office located at 372 South Main Street, Williamstown, NJ Monday through Friday between the hours of 7:30AM – 3:30PM. Please submit your letter of interest highlighting your experience and qualifications along with your application to the attention of Christina Hanratty, Human Resources, no later than May 17, 2024 by 3:30PM. You can also fill out an application online on our website at www.monroemuaj.com/employment.

The Monroe Municipal Utilities Authority is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.