

Clerk 1

Title:	Clerk 1	Salary:	\$17.00 per hour
Last Date for Filing:	6/1/2025	Open to Residents of:	Ocean County
Announcement #:	4114	Location:	Jackson Township Fire District 4
Existing Vacancies:	1	Workweek:	Part Time (10-15 hours)
Description of Jobs and Requirements: (See Job Specification)	01245	Posting Title Identifier: (State, Local, Unclassified)	Local

GENERAL DESCRIPTION AND POSITION REQUIREMENTS:

See NJ Civil Service Commission job specification for Clerk 1, title code [01245](#).
Clerical, word documents, working knowledge of Office 365, filing, mailings and emails.

EDUCATION/EXPERIENCE:

High School diploma or equivalent

FILING INSTRUCTIONS:

INTERESTED CANDIDATES IN STATE, COUNTY OR MUNICIPAL GOV'T SHOULD FORWARD A RESUME TO:

Cheryl Parker, BOFC
Jackson Township Fire District 4
465A North County Line Road
Jackson, NJ 08527
(732) 928-1434

Resumes can be emailed to cparker@jacksonfiredist4.org