

EMPLOYMENT OPPORTUNITY:

LAWRENCE TOWNSHIP – MERCER COUNTY has an immediate opening for a FULL TIME KEYBOARDING CLERK 1

SALARY RANGE: \$25,763.00 - \$31,842.00
HOURS: 8:00 AM – 4:00 PM Monday through Friday
Benefit Package

Applicant must be willing to work in a fast-paced court office.

Job duties include but are not limited to, data entry, answering phones, filing, requesting notices, assist cashier at violations window, processing mail and working in court including use of recording device and assisting Judge. Some paid overtime is required.

Applicant must be willing to learn, possess good customer service skills and be detailed oriented.

Interested persons please fax or mail resume to:

Jean M. Hunt, CMCA/MCD
Lawrence Township Municipal Court
P O Box 6006
Lawrenceville, NJ 08648

Fax # 609-844-7156
Please no phone calls

Applications will be accepted until January 11, 2012