

# City of Pleasantville

## JOB ANNOUNCEMENT

December 1, 2017

### **Clerk 1 (PT)** **(Tax Collector's Office)**

**Closing Date: December 15, 2017**

The City of Pleasantville is currently accepting applications for the above-referenced position. Minimum 25 hours per week, \$12.00 per hour. Performs varied clerical work involving the computing and recording of tax payments and preparation and maintenance of records within the Tax Office. Must be able to work effectively with associates and members of the public. Strong customer service skills. Three (3) years experience in clerical and/or related field and handling of cash. Residency preferred. EOE – Applications can be picked up at the Personnel Office, 18 N First Street, Pleasantville, or download from [www.pleasantville-nj.org](http://www.pleasantville-nj.org) and returned with resume no later than closing date referenced above.

Union Position

Salary: \$12.00 hourly

*Disclaimer: Permanent appointment subject to final approval from NJCSC.*