

Part time Violation Clerk (20-hrs) a week.

Application opened (December 2020) closed (March 2021)

Job Description: Keyboarding/Typing duties, Answers inquiries and handles court and police correspondence. Receives, reviews, and adjust complaints. Maintains, classifies, indexes and cross-references records and files. Willing to learn and utilize various types of electronic and manual recording and information system used by the agency/office or related units is required.

Starting wage \$12/hour hands on training

Experience \$16/hour

Please provide application of intent and resume to:

Attention: Luis Pastoriza
Woodlynne Borough Clerk.
200 Cooper Avenue
Woodlynne, NJ 0810