



BOROUGH OF ROSELLE
210 Chestnut Street
Roselle, NJ 07203
(P) 908-245-5600
(F) 908-245-9508

Shanel Y. Robinson
Acting Borough Administrator

JOB OPPORTUNITY

Closing Date for Applications: None
(This posting will remain open until filled)

BOROUGH OF ROSELLE - VARIOUS DEPARTMENTS/DIVISIONS
KEYBOARDING CLERK 1 (01268)

Full-Time (32.5 Hours/Week)

Work Hours: 9:00 a.m. – 4:30 p.m. (schedule may vary)

Hourly Rate: \$18.00

The Borough of Roselle is currently accepting applications for full-time Keyboarding Clerks. Skills and abilities include, but are not limited to: Answering telephones, performing data entry and clerical work of a varied nature. Ability to understand, remember, and carry out oral and written directions to learn quickly from oral and written explanations and from demonstrations. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. Proficiency in other languages a plus. Appointees will be required to possess a valid NJ driver's license. Must be a US Citizen, High School graduate or hold a GED, and 18 years of age or older.

To Apply:

Download employment application form located on the Borough's website:

Completed applications to be submitted via email to:

hr@boroughofroselle.com

The Borough of Roselle is an Equal Employment Opportunity employer.