

February 10, 2021

BASS RIVER TOWNSHIP

BURLINGTON COUNTY

Part Time Tax Clerk/Receptionist–Bass River Township, Burlington County is seeking an individual to work part time primarily in the tax office. Individual will also greet and assist members of the public at the front window. Applicants must have the ability to interact well with the public. Qualified candidates must have excellent communications, clerical, organizational and computer skills. Knowledge of the Edmunds Software Program is preferred, but not required.

This is a part time position (20 hours/week) with no benefits. Salary \$12.00/hour

Please forward resume with list of references to:

Township Clerk, Amanda Somes, Bass River Township, PO Box 307, New Gretna, NJ 08224

bassriverclerk@comcast.net

Applications must be received no later than January 22, 2021.