

JOB OPENING

Clerk I

The Borough of Buena is currently accepting applications for the position of **P/T Clerk**

1. Candidate must have the ability to work cooperatively with the government officials, department heads, employees, and extend courteous, rapid service to residents and non- residents at all times; perform clerical tasks including typing, filing and data entry; highly proficient computer skills and the ability to manage multiple assignments on a daily basis. Knowledge of municipal policies and procedures preferred. Interested candidates should forward an [Application](#) and resume to William Nimohay, Road Supervisor, Borough of Buena, 616 Central Avenue, Minotola, NJ 08341 or email to clerk@buenaboro.org. Applications must be received no later than 4:00 p.m. on February 28, 2020 NJ Residency Required, EOE.