Township of Lakewood
MUNICIPAL BUILDING
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701
732-364-2500 • FAX: 732-994-4568

DEPARTMENT OF HUMAN RESOURCES
Patricia A. Komsa

TO: All Interested Parties

FROM: Patricia Komsa, Director of Human Resources

DATE: January 17, 2018

RE: **Vacancy for the Township of Lakewood – Tax Assessor: Clerk/Typist**

There is a vacancy for a Clerk Typist in the Tax Assessor's Department of the Township of Lakewood.

This position includes varied administrative, clerical and support duties such as; typing, filing, tracking of incoming and outgoing items. Applicant must be highly motivated, detail orientated and must possess excellent written and oral communication as well as have strong math and computer skills, including Microsoft Office with emphasis on Word and Excel. Candidates must be familiar with the USPS CERTIFIED MAILING process. Experience with the VITAL tax assessment system is a plus.

Applicants must have strong interpersonal skills and be very comfortable with the public in a busy office atmosphere. Select candidates will be tested on creation of various spreadsheets and perform a mail merge for several documents.

Please email cover letter and resume with "**Clerk Typist**" in the subject line **no later than January 31, 2018** to the attention of :

Patricia Komsa, Director of Human Resources

pkomsa@lakewoodnj.gov

or mailed to 231 Third Street, Lakewood, New Jersey 08701

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.