

# Job Opening

**Job Title:** Clerk 1

**Last Date for Filing:** 10/11/2024

**Job Description:** Immediate full-time Clerk 1 positions available with the Burlington County Board of Social Services. Performs routine clerical work involving the processing of documents in a variety of functions; greet customers, determine reason for visit; utilize keyboard equipment, scanners, copiers, fax machines and performs other related duties as required. Must be able to lift files and/or boxes up to 30 lbs.

Salary: \$35,700/yr. 35 hrs/week. Medical/dental/pension.

Applicants must reside in New Jersey. Preference given to Burlington County residents. Public sector position. EEO/AA.

Send letter of interest and resume to:

[employment@cbss.org](mailto:employment@cbss.org) no later than Friday, October 11, 2024.