

TOWNSHIP OF QUINTON
COUNTY OF SALEM
STATE OF NEW JERSEY
JOB POSTING – PART TIME CLERICAL ASSISTANT

The Township of Quinton is now accepting applications and resumes for the position of **Clerical Assistant**. This **part-time** role requires a minimum of fifteen (15) hours and a maximum of twenty (20) hours per week.

The Clerical Assistant supports the Municipal Clerk's Office with administrative tasks and assists with daily municipal operations. Candidates must demonstrate professionalism, maintain confidentiality, and possess strong communication, organizational, and computer skills. This position may also require attendance at up to two (2) scheduled evening meetings per month.

Please submit a completed employment application, along with a resume and cover letter, to the Quinton Township Clerk at clerk@quintonnj.com. Employment applications are available at www.quintonnj.com.

The Township of Quinton is an equal opportunity employer.