

CLERK TYPIST DPW FULL-TIME – BOROUGH OF BEACHWOOD Department of Public Works is seeking a full-time clerk typist. This is a full-time position with a 35 hour work week. Hours will be 7:30am - 3:30pm Monday thru Friday with a starting salary of \$30,697.00. Along with computer skills and receptionist duties, the successful candidate must be detailed-oriented and possess excellent customer service, written and oral communication skills. Interested applicants can complete an employment application to be found at <https://www.beachwoodusa.com/employmentopportunities> and email to beachwoodpw@comcast.net; or mailed/hand delivered (hours of 7:30am to 3pm) to Beachwood DPW Attention - Assistant Director, Gabriel Silva - 1200 Beachwood Blvd, Beachwood, NJ 08722. E/O/E. The Borough reserves the right to interview and/or select a candidate prior to the closing of this ad. No phone calls please.