



**TOWNSHIP OF HILLSIDE
UNION COUNTY, NEW JERSEY**

MUNICIPAL BUILDING
JOHN F. KENNEDY PLAZA
1409 LIBERTY AVENUE
HILLSIDE, NEW JERSEY 07205
PHONE: (973) 926-3000; FAX (973) 926-9232
www.HillsideNJ.us

Employment Opportunity

Position Information

Keyboarding Clerk 1: performs routine, repetitive clerical work involving the processing of documents in a variety of functions; format and key enter/type correspondence, documents, reports, charts and other materials on a computer console or typewriter; does other related duties as required. Salary \$34,442 per annum. Medical and dental benefits included. Interested candidates must submit an employment application or a cover letter and resume via mail or email to: Hope Smith, Business Administrator, Township of Hillside, Municipal Building, 1409 Liberty Avenue, Hillside, NJ 07205; Email: hsmith@hillsidenj.us. Employment applications can be downloaded from the website at www.hillsidenj.us. Background check is required. The Township of Hillside is an Equal Opportunity Employer.