

**Clerk 1 (Full Time)** - The Township of Maple Shade is seeking a qualified individual to fill the title of Clerk 1 in accordance with the Civil Service Commission. The position will report directly to the Chief of Police and/or his designee. Some responsibilities will include, but are not limited to, receiving, and processing documents, filing correspondence, record retention, general office duties, interaction with the public, handling of confidential information and basic administrative duties (answering phones, copying, typing etc.). The successful candidate should be computer literate with a strong working knowledge of Excel and Microsoft Word, extremely organized and a team player, experience with New World Computer system preferred but not required. Confidentiality is a MUST. Permanency in the position is conditional upon a thorough background investigation and all other Civil Service requirements. Interested candidates may submit a cover letter and resume with references no later than April 19<sup>th</sup>, 2024 to Susan Danson, Township Manager, by email at [twpmgr@mapleshade.com](mailto:twpmgr@mapleshade.com). The Township will conduct interviews as resumes are received and reserves the right to fill the position prior to the ad closing date. The Township of Maple Shade is an Equal Opportunity Employer.