

Clerk 1 (Full Time – 35 hours per week) - The Township of Maple Shade is seeking a qualified individual to fill the title of Clerk 1 in accordance with the Civil Service Commission. Starting salary for the position is \$38,500.00 and includes paid holidays and time off, along with the option to enroll in Medical and Dental insurance plans, as well as other voluntary employee programs. The Police Clerk will perform varied record-keeping and identification functions in the Police Department. This position has a wide variety of record-keeping and clerical tasks in the Police Department, extensive data entry and retrieval, as well as secretarial and customer service tasks. The position requires a high level of work ethic and confidentiality. The work requires the exercise of judgement in the application of prescribed procedures and methods to routine matters. Employees in this class may work under the close or general supervision of the Chief of Police, the Administrative Supervisor or their designees, depending on the nature of the assignment. This position requires the successful candidate to be subject to a background check prior to an official offer of employment. Interested candidates may submit a cover letter and resume no later than June 20th, 2025 to Susan Danson, Township Manager, by email at 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.