

***JOB OPPORTUNITY***

***TITLE:* Clerk 1 – Full Time**

***DEPARTMENT:*** Police Records

***RESPONSIBILITIES:*** Perform moderately complex and non-routine clerical work involving the processing and filing of records.

 Must be knowledgeable in Microsoft Office 365 Programs.

 Must work effectively with members of the public as well as associates.

 Must successfully complete background check.

***Submit resume and letter of interest to***

***applicant@voorheesnj.com***

***or***

***Complete a job application that can be found at***

[***www.voorheesnj.com***](http://www.voorheesnj.com)

***or in person at***

***2400 Voorhees Town Center***

***Voorhees NJ 08043***