

Police Department Clerk

MUNICIPALITY: BOROUGH OF MORRIS PLAINS
POSITION/TITLE: PART-TIME CLERICAL POSITION
POSTING DATE JUNE 21, 2017 **CLOSING DATE:** JULY 5, 2017
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

POLICE DEPARTMENT CLERICAL PART-TIME. Borough of Morris Plains, Morris County. Morris Plains is seeking to hire a qualified individual for the position of Part-time evening Clerical in the Police Department. Candidate selected for the position must be able to perform specialized clerical duties pertaining to the administrative support to the Morris Plains Police Department. Candidate selected will be first contact with the general public entering the Municipal Building must have the ability to provide direction, instruction and explanation regarding a variety of general issues which may include public service information. Experience preferred, but not required. Part-time Hours: 4:30p.m. – 9:00p.m., Monday through Friday.

Please submit cover letter and resumes to: June Uhrin, R.M.C. at juhrin@morrisplainsboro.org on or before July 5, 2017.

NO TELEPHONE CALLS PLEASE.

THE BOROUGH OF MORRIS PLAINS IS AN EQUAL OPPORTUNITY EMPLOYER