

# **MUNICIPAL UTILITIES CAREER OPPORTUNITY**

**LOCATION:** Warren County Pequest River Municipal Utilities Authority - Belvidere

**POSITION TITLE:** Administrative Assistant

**POSTING DATE:** August 10, 2020

**DEADLINE DATE:** August 24, 2020

**SALARY RANGE:** Salary is commensurate with experience.

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Under the direction of the Authority Chairperson or the Executive Director, the Warren County (Pequest River) Municipal Utilities Authority is seeking a motivated and responsible self-starter to perform clerical work involving customer service, type correspondence, reports, forms, statements as directed, photocopy documents, maintain Authority files and library, receive and distribute all incoming mail and publications, seal, stamp and mail all outgoing correspondence, coordinate agenda for and attend all Authority meetings, type minutes of Authority meetings and resolutions as directed, assist Accountant in all account posting and banking procedures as required, assist Accountant in maintaining all voucher files and preparing vouchers for payment, other duties as are reasonably assigned by the Authority Chairperson or Executive Director. The normal work week is 30 hours.

## **QUALIFICATIONS**

High School Diploma      Ability to take direction      Bookkeeping knowledge

Knowledge in the operation of computers and word processors

Typing speed of at least 45 words per minute

## **SUBMIT COVER LETTER AND CURRENT RESUME VIA FAX OR MAIL TO:**

Kevin Shoudt, Authority Consultant

Pequest River Municipal Utilities Authority,

P. O. Box 159 Belvidere NJ 07823

FAX: (908) 475-5873

NO PHONE CALLS PLEASE