

J O B N O T I C E
S T A F F O R D T O W N S H I P

POSTING OF JOB VACANCY MAY 19, 2025

ATTENTION: All Qualified Individuals

Department: Administration

Position: Floating Clerk Typist

Date of Availability: Immediate

All interested parties must submit a letter of interest including a listing of qualifications to perform the job to Nora Anne Robinson, Confidential Assistant, Human Resources/Benefits Coordinator, nrobinson@staffordnj.gov by 4:00 p.m. on Thursday, May 29, 2025. The Township Administrator/Director of Water and Sewer will make a final determination of the qualifications of the individuals responding and will interview only those individuals deemed to be qualified. A copy of the job description for the position is available in the Township Clerk's Office. Any questions concerning this notice must be addressed to the Township Administrator/Director of Water and Sewer at mvonderhayden@staffordnj.gov.

Please be advised that in all cases, however, the Township reserves the right to make the final determination on an applicant's qualifications and suitability for the position. The Township of Stafford reserves the right to reject any requests for transfer or assignment and to publicly advertise for this position.

The Township of Stafford is an equal-opportunity employer.


MATTHEW VON DER HAYDEN
Township Administrator/Director of Water & Sewer

Mv/nr
Attachment

TOWNSHIP OF STAFFORD JOB DESCRIPTION

AS OF: August 6, 2004
UPDATED: April 10, 2024

JOB TITLE: Floating Clerk Typist (AFSCME)

DEPARTMENT: All

REPORTS TO: Township Administrator

SCHEDULE: 8:30 am to 4:30 pm Monday through Friday
or other hours as set by the Township Administrator

ESSENTIAL FUNCTIONS OF THE POSITION:

Based on the particular demands of the Township, the position may entail any combination of the following general duties that may reside in any Township department. It should be noted this job description is intended to be general and that the Floating Clerk Typist will report directly to the Township Administrator. The Township Administrator will determine where the Floating Clerk Typist will report on an as-needed basis. Employees will perform other more specific job functions under departmental procedures and demands based on the department they are assigned to.

1. Scheduling appointments for department head or employees in the department.
2. Preparation of correspondence and maintenance of records, and logs for correspondence and appointments.
3. Collection of fees, if applicable, and reconciliation of fees collected.
4. Processing and issuance of permits or licenses.
5. Data entry of information and data into the computer system.
6. Maintenance of files and/or inspection logs as directed and assisting other department personnel in filing.
7. Answering inquiries from the public in person and on the telephone.
8. Completion of searches as assigned.
9. Preparation of documentation for reports and correspondence.

10. Processing of requisitions and purchase orders as necessary.
11. Processing of information and violation notices as required.
12. Other duties as assigned by the Department Head or Township Administrator.

QUALIFICATIONS FOR THE POSITION:

1. The ability to read, write, speak, and understand the English language sufficiently to perform the essential functions of the position as listed above.
2. The ability and temperament to work cooperatively with associates, supervisors, and the public at large.
3. The ability to act courteously and effectively with the public.
4. Any certifications required for the position by virtue of State, Local, or administrative agency mandate.
5. The ability to operate office equipment, including but not limited to a copier, fax machine, postage machine, calculator, and typewriter.
6. Experience with entering data into a computer and a general working knowledge of computers.
7. Transportation to and from work.
8. Conformance with the Township of Stafford dress code and other personnel policies as adopted by the Township.
9. The ability to pass a post offer/pre-employment physical exam including a drug screening analysis.

PHYSICAL DEMANDS OF THE POSITION:

This is a description of the way the job is to be performed; it does not preclude the potential for accommodation.

OVERALL STRENGTH DEMANDS: LOW

Physical Demands:

1. *Vision:* For most tasks: typing, copying, data entry, filing, and retrieving information.
2. *Sitting:* For deskwork and meeting with the public or other employees.
3. *Hearing:* For communicating with the public and other employees.
4. *Fine Dexterity:* For operation of: computer, calculator, & typewriter

5. **Handling:** For inputting information into office machines and equipment
6. **Lifting and Carrying:** For lifting and carrying files from office to office.
7. **Bending and Twisting:** For filing and retrieving information.
8. **Standing/Walking:** For filing and checking/retrieving information from other offices.
9. **Talking:** For communicating with employees and the public.
10. **Pushing/Pulling:** For retrieving information from file drawers.
11. **Crouching/Bending:** For accessing equipment and files.
12. **Balancing:** For carrying items from offices.
13. **Reaching:** Retrieving items from shelves.

ENVIRONMENTAL FACTORS:

(R = Rarely)

Extreme Heat	R	Change in Temperature	R
Extreme Cold	R	Wetness / Humidity	R
Noise	R	Potential Phys. Abuse	R
Fumes/Gases	R	Chemical Contact	R
Dangerous Conditions	R	Dust	R
Vibration	R		