

**HELP WANTED**  
**ADMIN CLERK – PUBLIC WORKS DEPT.**  
**TOWNSHIP OF FRANKLIN**

The Township of Franklin is accepting applications for a part-time or full-time **Confidential Administrative Clerk to the Superintendent to the Public Works Department**. The primary duties will include, but are not limited to; a wide variety of secretarial tasks related to the Public Works Department. The employee will have to work independent of direct supervision and will be expected to carry record keeping, correspondence and secretarial procedures through to completion. Strong organizational, communication and writing skills are required. The employee is expected to have a thorough working knowledge of the Public Works Department procedures and possess the ability to adequately answer inquiries concerning operations to other departments and the general public.

**Supervision Received:** Works under the direction of the Superintendent to the Public Works Department.

**Equipment / Job Location:** This employee will operate all standard, modern office machines and equipment including but not limited to; copier, fax, typewriter, postage meters, computers as well as all other equipment associated with a professional office. The job location will be the Department of Public Works on Broad Street in Malaga, New Jersey.

Additional details of position are available from the Township Administrator. Salary is commensurate with other Confidential Administrative Clerk positions. Please submit resume and application to Carolyn Toy, Municipal Clerk, Franklin Township Municipal Building, 1571 Delsea Drive, Franklinville, NJ 08322, no later than Friday, March 2, 2012 at 4:00 PM. The Township of Franklin is an Equal Opportunity Employer.