

FULL-TIME SECRETARY II

WEST WINDSOR TOWNSHIP

West Windsor Township is seeking a candidate for the position of a Full-Time Secretary II in the Health Department. Responsibilities include front office reception, secretarial and administrative support to the Health Officer, staff and various volunteer Boards/Councils; appointed as Registrar of Vital Statistics for maintaining municipal records of births, marriages, and deaths in accordance with NJ Statutes; additional duties include pet licensing, financial record keeping, scheduling meetings/appointments and clerical support for clinical services. Mandatory training and certification will be required for the Registrar of Vital Statistics duties. Send letter/resume/salary history: West Windsor Twp., P.O. 38, West Windsor, NJ 08550. Attn: Human Resources or e-mail: HR@WestWindsorTwp.com SUBJ: Full-Time Secretary II, Health Department. The Township reserves the right to interview candidates prior to the closing date for responses. Deadline: June 30, 2017.