

FULL-TIME ADMINISTRATIVE CLERK - BOROUGH OF BARNEGAT LIGHT

The Borough of Barnegat Light, Ocean County, is seeking a highly motivated, detail-oriented individual for a full-time position providing diversified administrative support to the Tax/Utility Collector and Municipal Clerk. Duties include, but are not limited to tax and utility billing, collection, and related customer service, as well as general administrative and clerical duties such as recordkeeping, data entry, and document management. The position also requires responding to inquiries and assisting the public in a professional and courteous manner. The candidate must have strong organizational skills with exceptional attention to detail, effective written and verbal communication skills, problem-solving abilities, proficiency with Microsoft Office applications. Knowledge of Edmunds tax and utility software preferred. Applicant must possess high school diploma or equivalent and a valid New Jersey driver's license. This position offers a salary range of \$35,000–\$39,000, based on experience and qualifications, along with a comprehensive benefits package and state pension.

Please email cover letter and resume to Brenda L. Kuhn, Municipal Clerk at brenda.kuhn@barnegatlight.org. The Borough of Barnegat Light is an Equal Opportunity Employer.