

**HELP WANTED**

TOWNSHIP OF DENNIS  
CAPE MAY COUNTY

**PART-TIME CLERK TYPIST**

The Township of Dennis is accepting applications for the position of Part-Time Clerk Typist in the Tax Office. The salary range is \$10.00 to \$15.00 per hour depending on qualifications. Tax Office experience is preferred. Interested applicants may obtain the job specifications, qualifications and applications at the office of Administration & Finance in the Municipal Building located at 571 Petersburg Road in Dennisville, during regular business hours, 8:30 a.m. to 4:00 p.m., or download from our website at [www.dennistwp.org](http://www.dennistwp.org). All applications should be received by May 02, 2018. No applications will be mailed or faxed. The Township of Dennis is an E.O.E.

Published: April 18, 2018, Herald

Posted: April 18, 2018

# Dennis Township Application for Employment

**INSTRUCTIONS:** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please Print.**

Name \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_

Would you accept full-time work?

Yes  No

Would you accept part-time work?

Yes  No

Have you ever been employed here before?  No  Yes If yes, please give approximate dates of employment with the Township \_\_\_\_\_

## Education Background

(Circle highest level completed)

Grammar school	5	6	7	8
High school	9	10	11	12
College	1	2	3	4

Vocational training? \_\_\_\_\_

Graduate degree? \_\_\_\_\_

Training in what field? \_\_\_\_\_

Name of last school attended \_\_\_\_\_

## Personal References

(Other than family members or previous employers)

1. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_

## Previous Employers and their Addresses

ALL INQUIRIES WILL BE KEPT IN STRICT CONFIDENCE

1. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_ Last Wage \_\_\_\_\_
2. Company Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_ Last Wage \_\_\_\_\_

Do you have a legal right to be employed in the U.S.?  Y  N (If yes, proof is required)

Are you of legal age to work?  Y  N

## Additional Information

**To The Applicant:** Read this section carefully before answering any of the questions in this area. Answer the following questions only if the box on the left of a question is checked. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal laws also prohibit other types of discrimination, such as citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

- You have been given a written job description, which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation?  Yes  No  
If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Sex:  M  F  Height: ft. \_\_\_\_\_ in. \_\_\_\_\_  Weight: \_\_\_\_\_ lbs.  
 Are you a Veteran?  Y  N  Are you eligible to be bonded?  Y  N

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to provide the legality of my residency or citizenship. I am also aware the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the Township for either employment or the provision of any benefits, and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the Township will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Township unless made in writing and signed by me and an authorized representative of the Township.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



## TOWNSHIP OF DENNIS

### Job Description

#### JOB TITLE: Clerk Typist Part-Time

---

EXEMPT:	No	SHIFT:	8:30 AM to 4:00 PM
SALARY LEVEL:	\$10.00 to \$15.00 hour	LOCATION:	Municipal Complex
DEPARTMENT:	Tax Office		
REPORTS TO:	Tax Collector or designee		

---

**SUMMARY:** Under supervision types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (**Other** duties may be assigned)

- Types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts and legal documents from copy, records, cylinders, tapes, Dictaphone, and/or Ediphone machine.
- Types master sheets for use in duplicating machines.
- Cuts stencils.
- Checks and compares finished copy.
- Composes and types simple correspondence.
- Prepares and keeps records.
- Addresses, stamps, and mails department correspondence.
- Operates numbering, time, stamping and dating machines.
- Hand stamps letters, papers, and other documents, and sorts and files, cards, letters, forms, and other documents.
- Fills in and checks form letters, circular letters, and forms.
- Gives information according to department regulations in person and by telephone.
- Answers the telephone and takes messages accurately.
- Maintains mailing lists.
- Assists in locating and compiling data for reports.
- Compiles and tabulates simple numerical data.
- Operates office machines and equipment, including manual and electric typewriters, commonly used duplicating machines, and adding machines as required.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Prepare deposits
- Fill out various forms for Senior Citizens as needed.
- Filing.
- Correspond with mortgage companies when necessary.
- Duplicate billing when applicable.
- Assist with tax billing.



## TOWNSHIP OF DENNIS

### Job Description

#### JOB TITLE: Clerk Typist Part-Time

---

EXEMPT:	No	SHIFT:	8:30 AM to 4:00 PM
SALARY LEVEL:	\$ 10.00 to \$ 15.00 hour	LOCATION:	Municipal Complex
DEPARTMENT:	Tax Office		
REPORTS TO:	Tax Collector or designee		

---

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee must possess some knowledge of the method of computing interest when applicable. The requirements listed below are representative of the basic knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.



## JOB DESCRIPTION

### Job Title: Clerk Typist Part-Time

---

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

The employee may be required to possess or once hired, complete the Tax Collector's Certification Program, and will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, and climb or balance.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.