Borough of Cresskill

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Job Notification- PT Administrative Assistant

BOROUGH OF CRESSKILL-PT Administrative Assistant- Is seeking a highly motivated and detail-oriented individual for a part-time Administrative Assistant position providing diversified administrative support to the Borough Administrator and Municipal Clerk, Duties include preparation and processing of correspondence and municipal documents; records management; scheduling and meeting support; processing licenses, OPRA requests, basic bookkeeping, payment processing, data entry. Requirements include a High School Diploma or equivalent (Associate's or Bachelor's degree preferred); Administrative or customer service experience (municipal experience preferred); proficiency in Microsoft Office and Excel; strong organizational, communication, and customer service skills; and the ability to maintain confidentiality and exercise sound judgment. Knowledge of New Jersey municipal operations preferred. Salary commensurate with qualifications and experience, within the range of $21.00-$24.00 per hour, up to 28 hours per week. Interested candidates should submit a cover letter and resume via email to Francesca Maragliano, Borough Clerk, at fmaragliano@cresskillboro.org. The position will be open until filled; the Borough reserves the right to offer the position at any time during the recruitment process. Cresskill is an EOE.