

## **ADMINISTRATIVE ASSISTANT, HEALTH DEPARTMENT – CRANFORD TOWNSHIP.**

The Township of Cranford is accepting applications for the part-time position of Health Department Administrative Assistant. Duties include but are not limited to performing a wide variety of general clerical responsibilities providing office support, including issuing and recording various Health Department and Vital Records licenses, processing animal license applications, and performing administrative functions in support of public health and environmental health programs. Responsibilities consist of answering phones, copying, filing, mailing, process clerical transactions, responding to inquiries and delivering high-quality customer service for residents and visitors. Other duties may be assigned depending on the needs of the department and the Township. Excellent organizational skills and attention to detail are essential, along with the ability to multi-task efficiently and effectively in a high activity work environment. Must be customer service oriented and possess the ability to establish and maintain effective working relationships with employees and the general public. Ideal candidate holds a Certified Municipal Registrar (CMR) certificate or be willing to obtain within six (6) months. Prior municipal experience and proficiency in Microsoft Outlook, Word, and Excel preferred. Experience with Edmunds and Spatial Data Logic a plus. Salary commensurate with experience and qualifications. Please e-mail cover letter, resume, and references to [jobs@cranfordnj.org](mailto:jobs@cranfordnj.org). Position open until filled. The Township of Cranford is an Equal Opportunity Employer.