

## **ADMINISTRATIVE ASSISTANT (FULL-TIME) – TOWNSHIP OF WYCKOFF.**

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The Township of Wyckoff is currently seeking a customer service oriented professional individual to be the first point of contact to residents and to work in the Township Clerk's Office under the direction of the Township Clerk. The successful candidate will process various applications (in person and online transactions), complete animal licensing, provide assistance during elections, update and maintain databases, complete record keeping and filing, prepare meeting minutes, as well as other duties as assigned by either the Township Clerk or Township Administrator. Must be able to interact professionally and courteously with the public to answer phones and assist with inquiries, document complaints, schedule appointments, identify problems and notify management of urgent and escalating situations. Applicants must be reliable self-starters proficient with Microsoft Office applications; possess professional writing skills; have excellent public relations skills; and be adaptive, organized and detail-oriented. Experience with a variety of software and computer programs is preferred. Salary is \$45,000 - \$55,000 (depending on qualifications and experience). Start date of January 1, 2024. The Township of Wyckoff reserves the right to interview applicants as received and the position may be filled while this advertisement is still active. Please email cover letter and resume, along with salary requirements to Nancy A. Brown, Township Clerk at [wyckoffclerk@wyckoff-nj.com](mailto:wyckoffclerk@wyckoff-nj.com) by December 10, 2023.