



# THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

[WWW.ROSELLEPARK.NET](http://WWW.ROSELLEPARK.NET)

ANDREW CASAIS, RMC  
BOROUGH CLERK  
(908) 245-6222  
acasais@rosellepark.net

January 31, 2018

TO: General Public  
Mayor Carl A. Hokanson  
Members of Council  
Rupen Shah, Community Center Director

RE: **NEW:** Employment Advertisement – Per Diem Community Center Desk Person

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## **PER DIEM COMMUNITY CENTER DESK PERSON** **BOROUGH OF ROSELLE PARK**

**Position Requirements:** Successful applicants must understand oral and written instructions.

**Hours:** On an as-needed basis; No more than 30 hours per week

**Wages:** \$10.16 per hour

**Key Responsibilities & Additional Requirements:** Applicants should have experience in working with the public and/or the senior population, and should be friendly, caring, positive, patient, calm, punctual, and reliable. Key responsibilities include answering phones, greeting residents, and basic clerical work.

Employment applications are available online at [www.rosellepark.net](http://www.rosellepark.net) under “Forms” or in the Office of the Borough Clerk located at 110 E. Westfield Avenue, Roselle Park, NJ. (AA/EEO). Completed applications should be submitted and received to [acasais@rosellepark.net](mailto:acasais@rosellepark.net) or by mail to: Andrew J. Casais, RMC, Borough Clerk, 110 East Westfield Avenue, Roselle Park, New Jersey 07204

The Borough reserves the right to fill the position at any time.

### **FOR NOTIFICATION PURPOSES:**

Post: Borough Bulletin Board  
Borough Website  
TV-34 CATV