



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

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

January 5, 2018

TO: General Public
Mayor Carl A. Hokanson
Members of Council

RE: **NEW:** Employment Advertisement – P/T Community Center Desk Person

PART TIME DESK PERSON
BOROUGH OF ROSELLE PARK

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

Hours: Approximately 30 hours a week; 3:00 p.m. to 9:00 p.m.

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 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 no later than January 26, 2018 to acasais@rosellepark.net or by mail to:

ATTN: Andrew J. Casais, RMC
Borough Clerk, 110 East Westfield Avenue
Roselle Park, New Jersey 07204

FOR NOTIFICATION PURPOSES:

Post: Borough Bulletin Board
Borough Website
TV-34 CATV