



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

May 30, 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. Ancillary duties may be assigned by the Community Center Director on an as-needed basis.

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 Monday, June 18, 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

The Borough reserves the right to fill the position before the filing deadline.

FOR NOTIFICATION PURPOSES:

Post: Borough Bulletin Board
Borough Website
TV-34 CATV