



CITY OF BRIGANTINE

1417 West Brigantine Avenue • Brigantine, NJ 08203

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www.brigantinebeachnj.com

JOB POSTING

Part-time Clerk – Administration – The City of Brigantine, under the direction of the City Manager, is seeking a responsible, motivated and highly organized Clerk to work under the general direction of the City Manager. Candidate must be proficient in Microsoft Word and Excel and must have excellent customer service skills. Responsibilities include, but are not limited to: Assisting the General Public with requests and questions, assisting City Administrators and staff with daily office operations such as computer data entry, filing, answering telephones, maintaining records for accuracy and any other related duties as required.

This position will be a year-round, part-time position. The work week will consist of a maximum of 28 hours a week. The hourly rate of pay will be \$20.00 per hour.

Interested candidates must send a letter of interest or resume, and a completed employment application (found on the City's website, www.brigantinebeach.org, on the Personnel page), to Mollye O'Neill, Director of Personnel, City of Brigantine, 1417 W. Brigantine Avenue, Brigantine, NJ 08203 or email to moneill@brigantinebeachnj.com by 4:30 PM on February 28, 2024.