Part-time Administrative Assistant I

The Township of Medford is seeking a qualified candidate for the part-time Administrative Assistant I position in the Planning and Code Enforcement Department. Looking for a responsible, detail oriented individual capable of multi-tasking, able to work independently, who demonstrates sound judgment, has excellent organizational skills, strong communication and customer service skills and can maintain confidentiality. The position supports the Planning and Code Enforcement office as well as the Director. Functions include answering phones, assisting the public, taking registrations/applications, data entry, maintaining records/files for the department, and performing additional duties as needed. Excellent computer skills are required; including MS Word and Excel, experience with Edmunds, and Mitchell Humphrey is desired but not mandatory. Interested candidates should submit a cover letter and resume along with an online application which can be found at [www.medfordtownship.com/careers/](http://www.medfordtownship.com/careers/) and submit same to Dawn Merriman, Payroll & Benefits Specialist at [dmerriman@medfordtownship.com](mailto:dmerriman@medfordtownship.com). The salary range is $20.00 to $33.00. Township reserves the right to interview and/or select a candidate before the closing of this ad. The Township is an EEO employer.