



Passaic Valley Water Commission

JOB OPENING

ISSUE DATE: January 18, 2024

CLOSING DATE: February 1, 2024

TITLE: Keyboarding Clerk 1

VACANCIES: 1

LOCATION: Little Falls

SALARY: \$40,000 - \$70,184.60

WEEKLY HOURS: 35

DEFINITION:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Keyboarding clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

REQUIREMENTS:

NOTE: Applicants will be required to demonstrate proficiency in keyboarding or typing.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a cover letter and resume to the Human Resources Department or electronically to: careers@pvwc.com by the closing date of February 1, 2024.