

**TEMPORARY PART TIME CLERICAL POSITION** – SUSSEX BOROUGH, Sussex County is seeking applicants for the position of temporary part time Water/Sewer and Tax Clerk. Candidates should possess excellent verbal and written communication skills, the ability to manage multiple tasks and priorities, work independently and be computer literate with Microsoft programs including word and excel. Municipal government experience and familiarity with MSI programs is preferred but not required. The Borough reserves the right to review resumes and conduct interviews as they are received. Submit a resume and cover letter to Mark Zschack, Administrator, Sussex Borough, 2 Main Street, Sussex, NJ 07461 or via email to [admin@sussexboro.com](mailto:admin@sussexboro.com) by June 10, 2016.