

**DELANCO TOWNSHIP**  
**FULL TIME ADMINISTRATIVE AND FINANCIAL OFFICE**  
**ASSISTANT**

Delanco Township is seeking qualified candidates for a full time position in the Municipal Clerk's office. Individual must have strong written and spoken communication skills as well as computer and organizational skills. Must be proficient in Microsoft Office Word, Excel and Outlook and have a minimum of four (4) years of business or local government office experience. Edmunds software experience a plus. High School diploma or equivalent required. Duties include, but are not limited to, interaction with the public, answering phones, front desk, technical and financial functions, various clerical functions, licensing and any other duties as assigned. Successful candidate must be available to work evening public hours 2-3 Monday evenings each month in addition to the regular daytime office schedule. Starting salary is anticipated to be \$17.00/hr.

Interested persons should submit cover letter and resume to: Attn: Municipal Clerk, 770 Coopertown Road, Delanco, NJ 08075. Resumes will not be accepted after November 23, 2016. The township reserves the right to begin the interview and hiring process before the November 23, 2016 deadline. E.O.E./A.D.A.