



### Job Announcements

**CLERK 1** - The Borough of Rutherford is seeking qualified applicants for the full-time Clerk 1 position. Responsibilities will include assisting the public, preparing permits, and maintaining attendance records, filing systems and various calendars. The successful candidate shall have excellent skills in written and oral communication, as well as customer service. Proficiency in Microsoft Office Suite products and ability to use latest office technology. An individual with experience in accounting or as a bookkeeper preferred. Interested candidates can send their resume and salary history by December 15, 2017 to Margaret Scanlon, Borough Clerk, The Borough of Rutherford, 176 Park Avenue, Rutherford, New Jersey, 07070. EOE

**RECREATION AIDE** – The Borough of Rutherford is seeking qualified applicants for the full-time position of Recreation Aide. Responsibilities will include assisting the public, maintaining computer generated schedules, creating promotional advertisements and be available to work some weekends. The successful candidate shall have excellent skills in written and oral communication, customer service, and organization. Proficiency in Microsoft Office Suite products and ability to use latest office technology. An individual with experience in accounting or as a bookkeeper preferred. Interested candidates can send their resume and salary history by December 15, 2017 to Margaret Scanlon, Borough Clerk, The Borough of Rutherford, 176 Park Avenue, Rutherford, New Jersey, 07070. EOE

**176 PARK AVENUE, RUTHERFORD, NEW JERSEY 07070**

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