

## **KEYBOARDING CLERK 3 – SALARY \$45,000 - \$55,000**

***\*\*Woodbridge Fire Department – open to Woodbridge Township Residents  
Only (Proof of residency is required) \*\****

### **Responsibilities**

The successful candidate will be responsible for performing a variety of complex secretarial and administrative duties, including but not limited to:

- Perform complex secretarial and administrative functions in support of departmental operations.
- Manage calendars and coordinate appointments, meetings, and schedules.
- Prepare professional correspondence, memoranda, and other administrative documents.
- Monitor, review, prioritize, and respond to incoming telephone messages, voicemails, and emails.
- Conduct special projects and assignments as requested.
- Prepare meeting agendas and supporting materials.
- Attend meetings and prepare accurate and timely meeting minutes.
- Order and maintain office supplies and administrative materials.
- Process and respond to requests for information in a timely and professional manner.
- Maintain essential records, reports, files, and other official documentation.
- Organize and maintain meeting agendas and minutes for departmental records.
- Perform other related administrative duties as assigned.

### **Appointment Information:**

**This is a provisional appointment pending the successful completion of an open competitive examination.**

### **How to Apply:**

Please submit your resume to [Lanza.L@wfdnj01.org](mailto:Lanza.L@wfdnj01.org)