

## Job Opening Details

Job Title: Clerk 1

Last Date for Filing: 06/22/18

Job Description: Immediate full-time positions available with the Board of Social Services. Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required. May be required to lift up to 25 lbs., utilize keyboard equipment to input and/or retrieve information on a computer, typewriter, etc.

Salary: \$26,488/yr. 35 hrs/week. Medical/dental/pension.

Open to Burlington County residents.

Send letter of interest and resume to:

Kathleen Dobie, HR Dept.  
BCBSS, 795 Woodlane Rd.  
Mt. Holly, NJ 08060

or email: [Kathleen.dobie@bcbss.org](mailto:Kathleen.dobie@bcbss.org).