

The Borough of Elmwood Park's Clerk's Office is currently looking to fill a part-time secretary position, Monday through Friday from 10AM-2PM. The successful candidate will perform skilled clerical work and provide general secretarial support to department head and colleagues to optimize work procedures in the office. This position is ideal for someone who is motivated, able to prioritize work assignments as they come in, and capable of working without supervision. Maximum hourly rate of \$20-\$25/hr. depending on prior experience. Full job description can be found at www.elmwoodparknj.us. Please submit resumes to Borough Administrator, Michael Foligno, MFoligno@elmwoodparknj.us no later than January 31, 2024.