

## CLERK 1

The Atlantic City Municipal Utilities Authority seeks candidates for the full-time position of Clerk 1. The Authority provides public water service in Atlantic City, New Jersey.

**Responsibilities:** Answer all incoming calls and assist the caller and/or transfer to the appropriate department. Sign in all incoming customers, visitors and make sure they are badged appropriately. Call the appropriate department to inform of a customer/visitor is in the lobby. Enter and retrieve information on a computer. Assist in requisitioning and storing information. Process work orders. Transform information onto forms, form letters and transmittals. Operates various types of office and mail processing machines, such as keyboard equipment, calculators, computer printers, photo copies and fax machine. Prepares routine reports or assists in the preparation of reports by gathering and, tabulating results and preparing simple charts. Performs other duties/projects as assigned.

**Qualifications:** High School/GED graduate. Proficiency in Microsoft Offices. Excellent written and Verbal Skills. Positive and Professional Demeanor. Ability to Prioritize and Multi Task.

The Authority offers excellent health benefits and is a member of the New Jersey Public Employee Retirement system. Salary will be commensurate with qualifications. The Authority is an Equal Opportunity Employer. Please submit resume and cover letter by email to [personnel.office@acmua.org](mailto:personnel.office@acmua.org). This position will remain open until it is filled.