

EAST AMWELL TOWNSHIP
1070 Route 202/31
Ringoos, NJ 08551
908:782-8536 x19
908-782-1967-fax

January 3, 2018

JOB POSTING

Board of Health Secretary

Job Description: Administrative Services for the East Amwell Township Board of Health. Seeking an experienced individual with strong secretarial and writing skills and able to work independently. Candidate must be able to assist the public in processing various health related applications and must be able to interact with government agencies' staff.

The position may involve up to 10 plus in-office hours per week and attendance at monthly evening meetings with minute and agenda preparation.

Salary Range: \$17.13-29.19 per hour for this part time position without benefits. (Hiring Rate DOQ)

You may request an application and job description by email sent to tstahl@eastamwelltownship.com or by mail at 1070 Route 202/31, Ringoes, NJ 08551; if interested, provide a fully completed application with signature. A cover letter and resume may be submitted with the application. All information must be provided on the application. Information on the resume but not provided on the application will not be considered. Position will remain open until filled.