



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## JOB POSTING

**POSITION:** Secretary A  
**POSTING DATE:** 09/23/2022  
**CLOSING DATE:** 10/14/2022 @ 5:00 pm (Eastern)  
**JOB TYPE:** Full-Time  
**REPORTS TO:** Superintendent, Division of Public Works  
**UNION AFFILIATION:** Bridgewater Municipal Employees Association (BMEA)  
**SALARY RANGE:** Grade F (Minimum: \$42,829.39 / Maximum \$71,110.37)  
**WORK HOURS:** Monday through Friday, 8:00 AM – 4:00 PM

## RESPONSIBILITIES

The successful candidate will provide clerical support to the Superintendent of Public Works. Duties include: responding to resident inquiries via phone and in person, assisting residents with obtaining permits for services such as bulky trash and yard waste, supporting payroll processing in the office, maintaining appropriate records and responding to OPRA requests, assisting with Division invoice processing, budget preparation and annual reporting, ordering supplies and materials, creating and tracking work orders, and other related work as required. Some overtime will be required to assist with storm-related phone calls and preparing paperwork for the Division and/or to other governmental agencies.

## QUALIFICATIONS

- High School diploma or equivalent
- Minimum of five years work related/office experience
- Excellent verbal and written communication skills
- Computer literacy including working knowledge of Microsoft Word and Excel (PrimePoint and SDL a plus)
- Ability to interface with the public as well as coworkers in all Municipal Departments
- Purchasing experience preferred
- Ability to prepare reports; perform basic calculations; analyze data and/or reports
- Ability to work independently.

## HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf).

To apply, submit a resume and completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), **no later than 5:00 pm on 10/14/2022. Please put "Secretary- DPW" in the subject line of the email.**

**AN EQUAL OPPORTUNITY EMPLOYER**