

**Administrative Clerk-** Borough of Highlands has an excellent entry-level opportunity. This position provides general clerical assistance in the daily operation of the office. Position also includes typing, data entry, creating spreadsheets, organizing department files, dealing with general public and contractors at customer service counter and via telephone, and other assigned duties. HS grad/equiv.(req.) with some college work preferred. The selected hire will work closely with the Administrator, Acting Clerk and Planning Board. The position will be a temporary appointment. Must have excellent customer service/communication skills, organized and have computer proficiency. Please forward a cover letter and resume to Brian Geoghegan, Administrator- [BGeoghegan@highlandsborough.org](mailto:BGeoghegan@highlandsborough.org), no later than Monday August 8, 2016 by 9am.