



The County of Essex is seeking a full time **Front Desk Support Staff** for the Essex County Environmental Center located at 621-B Eagle Rock Avenue, Roseland, NJ 07068. Under the direction of the Center Director the **Front Desk Support Staff** performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required. Work mainly weekdays; some nights and Saturdays required.

Sample Duties:

- Answers phones and greets incoming and outgoing visitors.
- Receives, screens, reviews and verifies documents.
- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.
- Opens, time stamps, sorts, numbers, and distributes mail.
- Maintains prepared mailing lists.
- May wrap packages for shipment by mail or express.
- Assembles materials for distribution.
- Hand stamps letters, papers, and other documents.
- Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.
- May enter and/or retrieve information on a computer terminal.
- May occasionally perform keyboarding/typing duties, but not as the primary function of the position.
- May assist in requisitioning, storing, and distributing office supplies.
- May assist in preparing and verifying payrolls and make simple arithmetic calculations.
- Schedules administrative proceedings; may process requests for scheduling changes.
- Operates various types of office and mail processing machines such as a keyboard equipment, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing ribbons.
- Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.
- Maintains records and files.
- Operates the Center's Point of Sale system, including handling monies for program registrations, fulfilling patrons' requests for refunds (as directed by the Center Director), maintaining program registration lists (to support the Education Staff), and generating reports.

Requirements:

This position requires a knowledge of office routines, equipment, and practices after a period of training; the abilities to comprehend established office routines and department regulations; organize assigned clerical work and develop effective work methods.; make simple arithmetic calculations and tabulations; understand, remember, and carry out oral and written and adjust work schedule as required for the efficient operation of facilities and programs. Appointees must possess a driver's license valid in New Jersey.

Compensation

Salary commensurate with experience; 40 hours per week. Must be available weekends, evenings, and holidays. Excellent benefits package. Qualified applicants must email resume to Jackie Jones, Director of Human Resources – JJones@admin.essexcountynj.org.