

**ASSISTANT TO THE BOROUGH CLERK – PART-TIME  
BOROUGH OF FAR HILLS – SOMERSET COUNTY**

Reporting to the Borough Clerk, this part-time position requires an individual who is well organized, detail oriented and has an energetic roll-up your sleeves can-do attitude. General administrative duties include answering phones, filing, distribution of mail, ordering of supplies, issuance of various permits and maintenance of the cash receipt records as well as additionally assigned projects. Proficiency in Microsoft Office Outlook, Word and Excel is a must. Willingness to cover monthly evening meetings as needed. Salary is commensurate with qualifications and experience. Flexible work schedule. The Borough of Far Hills is an Equal Opportunity Employer.

Please submit cover letter and resume with “Assistant to the Borough Clerk Position” in the subject line to the Borough Clerk at [DHICKS@FARHILLSNJ.ORG](mailto:DHICKS@FARHILLSNJ.ORG)