

PART TIME SECRETARY – The Borough of Roseland Recreation Department ; 140 Eagle Rock Avenue, Roseland, Essex County, NJ, is seeking a part-time secretary -25 hours per week- M-F 10:00 am to 3:00 pm to provide administrative support to the Department of Recreation by conducting research, preparing statistical reports, handling information requests, convey information to residents regarding all aspects of services provided by the department, preparing correspondence, greet and assist residents in person and on telephone. Must have good written and verbal communication skills, must be proficient in Microsoft Office. Hourly Rate \$12.00 per hour. Interested candidates should send a resume to Maureen Chumacas, Borough Administrator, 140 Eagle Rock Avenue, Roseland, N.J. 07068 or by email to [mchumacas@roselandnj.org](mailto:mchumacas@roselandnj.org) before the close of business April 30, 2018.