

CITY OF HACKENSACK

JOB OPENING ANNOUNCEMENT

Title: Keyboarding Clerk 1

Department:	Health Department	Salary Range:	\$40,000 - \$45,000
Date Posted:	09/08/2025	Position:	Full-Time, Contractual
Post Expires:	Until filled	Shift:	Monday-Friday 8:30am-4:30pm

Application Process:

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at apply@hackensack.org

Job Description

ROLES AND RESPONSIBILITIES

Under direction, assists the Health Officer and Registrar of Vital Statistics by keeping records of births, marriages, deaths, and communicable diseases in the municipality. May respond to inquiries and process clerical transactions for other functions of the organization, does related work as required.

- Assists in maintaining accurate reports and passes on certificates of birth, marriages, and death.
- Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.
- Assists office staff, nurses, and clerical employees, when necessary.
- Utilizes Edmunds, MUNIDEX, along with other computerized information systems used by department.
- Maintain records and files.
- Assists in creating and implementing programming for department and various committee events and campaigns.
- Provides general, routine information in person and over the telephone; refers complicated or non-routine inquiries to appropriate staff.
- May perform other similar duties as needed.

EXPERIENCE AND EDUCATION REQUIREMENTS

One (1) year clerical experience preferred. Bilingual language skills in Spanish/English a plus.

LICENSE AND CERTIFICATIONS:

Not required for this position.

REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)

- Knowledge of office routines, equipment, and practices after a period of training.
- Ability to organize assigned clerical work and develop effective work methods, including time management and prioritization.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- Candidate must have a working knowledge of Microsoft Office Suite, and be comfortable learning/using new software programs.
- Ability to read, write, speak, understand, and communicate English sufficiently to perform duties.

This is a full-time, contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

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