JOB POSTING

POSITION – KEYBOARDING CLERK 1

DEPARTMENT: Public Works

TYPE OF EMPLOYMENT: Part-Time **(20 hours a week)**

The City of Wildwood is seeking a responsible, enthusiastic individual to work as a clerical staff member in our Public Works office.

Applicant must possess excellent customer service skills along with inter-personal and phone skills. Proficiency with computers and Microsoft Office. The ideal candidate will be a detailed-oriented professional with a strong work ethic who is able to multitask.

EXPERIENCE: Municipal government and/or Clerical experience is preferred.

DEADLINE: December 4, 2026

If interested please pick up an application from the Human Resources office Monday-Friday 9:00 am- 3:00 pm at 4400 New Jersey Ave Wildwood, NJ 08260 or find our application on our website @ www.Wildwoodnj.gov
Please email completed applications, letters of interest and resumes to:
hpinto@wildwoodnj.gov

"The City of Wildwood is a Civil Service Community, an Equal Opportunity Employer"