

**Clerical - Administrative Assistant – Part Time** – Township of Ocean, Monmouth County - seeks a part time (20-25 hours per week) Administrative Assistant for Clean Communities, Code Enforcement, Housing billing, payment processing, delinquency management, and taxpayer servicing. Proficiency with computers, working with database software and Microsoft Office software is a must. Experience with Edmunds Collections Software is plus. The Township of Ocean is an Equal Opportunity Employer. Please submit your cover letter, resume and references via email by 1/3/2014 to: [tcaruso@oceantwp.org](mailto:tcaruso@oceantwp.org).