

TAX CLERK/CLERICAL SUPPORT STAFF – The Borough of West Cape May (Cape May County), is seeking a full-time Tax Clerk, who will also assist with clerical duties in other departments when needed. Tax office experience preferred but not required, including the knowledge of municipal tax collection laws and practices and Edmunds software. Duties include collecting payments, printing delinquent notices, and assisting the Tax Collector with the Tax Sale, billing, tax appeals, lien redemptions, PD5 forms, and other related job functions. Excellent communication and customer service skills are essential. Ability to deal with strict time schedules in the collection of Borough taxes. Must pass pre-employment drug test and criminal background check and must have valid NJ Driver's license. Please submit résumé, cover letter, and application by February 20, 2019 to Borough of West Cape May, Suzanne Schumann, Municipal Clerk, 732 Broadway, West Cape May, New Jersey 08204. The Borough reserves the right to interview and hire before the deadline. EOE