

Rick Miller  
Mayor  
mayormiller@berlinnj.org



Anne Marie Miller  
Administrator  
amiller@berlinnj.org

---

Municipal Building  
59 South White Horse Pike  
Berlin, New Jersey 08009

---

Phone: (856) 767-7777 ext. 311  
Website: [www.berlinnj.org](http://www.berlinnj.org)

April 1, 2026

## Clerk Typist – Part-Time

### Berlin Borough

Berlin Borough is seeking a qualified and motivated individual to fill a **part-time Clerk Typist** position. This role provides administrative and clerical support within the municipal offices, with a primary focus on assisting the Tax Collector's Office.

### Key Responsibilities

- Assist the Tax Collector with daily office operations
- Collect and process payments for **water and sewer accounts**
- Collect and process **property tax payments**
- Provide customer service to residents in person, by phone, and via email
- Perform general clerical duties including data entry, filing, scanning, and document preparation
- Maintain accurate records and follow established municipal procedures
- Support other administrative departments as needed

### Qualifications

- Strong customer service and communication skills
- Proficiency with basic computer applications (Microsoft Office; municipal software a plus)
- Ability to handle financial transactions accurately
- Attention to detail and strong organizational skills
- Prior municipal or tax office experience preferred but not required

### Position Details

- **Part-time position**
- **Open until filled**

### How to Apply

Interested applicants should submit a **resume and cover letter** to:

Anne Marie Miller  
Berlin Borough Administrator  
[amiller@berlinnj.org](mailto:amiller@berlinnj.org)  
59. S. White Horse Pike