

Position Available

PART-TIME SECRETARIAL ASSISTANT AND REGISTRAR OF VITAL STATISTICS – Middle-Brook Regional Health Commission seeks a part-time Secretarial Assistant and Registrar of Vital Statistics. No benefits. Duties include answering phones, data processing, correspondence, attendance at Commission meetings and assisting the public with questions. Municipal Registrar and Board of Health experience preferred. Excellent customer service, communication, and computer skills required. Must be willing to obtain State certification as municipal registrar. Please send resume and letter of interest to: K. Sumner, Health Officer/Director, 1200 Mountain Avenue, Middlesex, NJ 08846, or email ksumner@middlebrookhealth.org . The Middle-Brook Regional Health Commission is an equal opportunity employer.