

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

Job Title: Water Department Administrative Secretary
Location: Berlin Borough, Camden County
Job Type: Full Time

Job Description: Berlin Borough seeks a detail-oriented and professional Water Department Administrative Secretary to join our municipal government team. This position plays a vital role in supporting the operations of the Water/Utilities Department, assisting residents, managing administrative tasks, and ensuring the efficient processing of water service requests.

Key Responsibilities:

- Assist customers with inquiries regarding water services, billing, and payments.
- Process applications for water service connections and disconnections.
- Maintain accurate records of water usage, billing accounts, and correspondence.
- Coordinate with field personnel for inspections, repairs, or service orders.
- Prepare reports and documentation related to water utility operations.
- Communicate effectively with residents, vendors, and team members.
- Perform additional clerical and administrative tasks as required.

Qualifications:

- High school diploma or equivalent (associate's degree or relevant certification preferred).
- Previous experience in customer service, clerical work, or utilities preferred.
- Proficiency in Microsoft Office Suite and database management.
- Strong communication and organizational skills.
- Attention to detail and ability to handle multiple tasks efficiently.
- Knowledge of water utility processes and municipal regulations is a plus.

How to Apply: Interested candidates should submit their resume, cover letter, and references to:
Anne Marie Miller, Borough Administrator
amiller@berlinnj.org
59 S. White Horse Pike
Berlin, NJ 08009

Closing Date: April 14, 2025