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www.SoilDistrict.org

## Position Description

**Position Title:** District Clerk I/Receptionist  
**Reports to:** Assistant District Director and/or Office Manager  
**FLSA Status:** Non-Exempt  
**Prepared:** April 2026

### SUMMARY

The District Clerk I serves as the first point of contact with the public for the District including receiving deliveries, assisting customers in person, answering the phone and transferring as appropriate and/or taking messages, and responding to general District emails. In addition, the Clerk maintains District records, performs clerical duties to assist field staff and Administration, and is responsible for the timely administration of applications, and corresponding fees for the Chapter 251/Soil Erosion Sediment Control program.

### Essential Duties and Responsibilities

Includes the following, although other duties may be assigned:

- Answer telephone and give information to callers or routes call to appropriate person and places outgoing calls when asked. Take detailed messages including name, time of call, nature of business, and person called upon. Looks up needed information for staff and public.
- Greets visitors, ascertains nature of business, and assists or directs visitors to appropriate person
- Reviews, sorts and routes incoming correspondence (i.e. mail and deliveries) reviews, sorts and routes incoming faxes and phone calls as needed
- Accepts mailed applications, prepares files for reviewers/certification. Prepares erosion control plans for the Board certification and circulates plans upon signing
- Records all Chapter 251 (SESC) applications and revised plans in a timely and accurate manner in accordance with District policies. Complies and enters data in database system
- Distributes Reports of Compliance and other correspondence to visitors
- Corresponds/communicates with applicants to obtain all necessary Chapter 251/SESC applications items.
- Assists in the typing of notices, letters, Stop Work Orders, Report of Compliance, as requested by the staff and as needed
- Can compose and type routine correspondence
- Verifies correct Chapter 251/SESC categories, disturbance limits, proper fees & documentation submitted
- Distributes applications and other electronic Chapter 251 documents to staff
- Prepares certifications, start notices, and stamped plans to applicants, professional engineers, and municipalities
- Files correspondence and other records in district files in chronological order in appropriate cabinets
- Records the minutes of staff meetings
- Make copies of correspondence or other printed materials
- Prepares outgoing mail
- Handles and processes fees; forwards checks to Office Manager for deposit
- Processes special requests for information in accordance with established procedures

- Organization and filing of digital images related to Chapter 251 files and District grant programs
- Additional tasks as needed and assigned by the District Administration (Director, Assistant Director and Board of Supervisor members.)

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**Education and/or Experience:**

- High school diploma or graduation equivalency diploma (GED)
- Two years or more of related experience and/or training
- Or an equivalent combination of education and experience
- Familiarity with the suite of Microsoft Office programs

**Language and Math Skills:**

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

**Certificates, Licenses, Registrations:**

- A valid New Jersey driver's license and acceptable driving record is required
- Position-related certifications a plus

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to sit.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb, or balance.
- Specific vision abilities required for this job include close vision, distance vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The noise level in the work environment is usually quiet to moderate and can vary based on activity level, time of the work day and general variables.

**Salary & Compensation** – This is an entry level position. Commensurate with experience. Employees of the OCSCD are enrolled in the NJ Pension and Benefits program. Other benefits further provided at time of employment.

*Updated: 4/ 2026 CR*