



SOUTH JERSEY TRANSPORTATION AUTHORITY

**FARLEY SERVICE PLAZA • P.O. BOX 351
HAMMONTON, N.J. 08037**

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Mikie Sherrill
Governor

Priya Jain
Chair

Dr. Dale G. Caldwell
Lt. Governor

Stephen F. Dougherty
Executive Director

JOB POSTING

Position: Part Time Receptionist

Location: Farley

Salary: \$20.00/hour

Closing Date: April 14, 2026

All requests for the above position are to be sent in writing to Tina Harvey, Human Resource Manager no later than the Closing Date listed above.

Part Time employees will be paid a competitive wage and may be eligible for merit increases upon satisfactory performance evaluations. All part time employees will be annually issued 40 hours of sick leave commensurate with the New Jersey Sick Leave Law. Part Time employees will also be enrolled in the Defined Contribution Retirement Plan (DCRP). SJTA is an Equal Opportunity Employer.

Please refer to the attached for job description.

Approved:


Stephen F. Dougherty, Executive Director


Tina Harvey, Human Resource Manager

Dates Posted: April 8, 2026, through April 14, 2026

Locations Posted: East, West and Central Maintenance, Pleasantville Tolls, State Police, State Police Garage, Administration Building, EZ Pass Customer Service Center, Atlantic City Welcome Center, Airport, Airport Firehouse, Airport Parking, Airport Trailer, Engineering, Snow Equipment Bldg., ESP, Transportation Services and SJTPO

The Authority is an equal opportunity employer. The policy of the Authority is that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap or for any other reason prohibited by law. Such employment action includes, but is not limited to the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training and all Authority sponsored social and recreational programs.

SOUTH JERSEY TRANSPORTATION AUTHORITY
POSITION DESCRIPTION

POSITION: Part-Time Receptionist

DEPARTMENT: Business Administration

NAME: _____

DATE: April 2026

REPORTS TO: Deputy Director of Business Administration

SALARY RANGE: \$20.00/hour

Job Summary:

Perform various job tasks related to secretarial duties for the Business Administration / Executive Department and/or any other designated division.

Job Responsibilities:

- Answer all incoming calls (by the 3rd ring).
- Retrieve messages left on the general delivery mailbox and return calls by noon of the same business day.
- Transfer calls correctly.
- Provide general information regarding tolls and E-ZPass inquiries. Assist in gathering information from callers related to toll bills and E-ZPass inquiries and forward via ticket system to Walk in Customer Service Center.
- Direct visitors accordingly and in a professional and courteous manner.
- Distribute faxes to appropriate staff.
- Handle requests for employment applications. Time stamp and forward all completed applications to Human Resources.
- Time stamp all bid packages as they arrive.
- Sign for packages from UPS and FedEx and contact recipient to pick up items delivered.
- Keep reception area organized and free of clutter.
- Type, file, photocopy or scan correspondence and reports.
- Obtain quotes/enter purchase requisitions for supply orders and additional departmental purchases as assigned by supervisor.
- Provide additional support to Business Administration and/or Executive Department and additional departments as needed.
- Complete special projects as assigned by the Business Administration and/or Executive department staff.
- Maintain Conference and Board Room calendars and report scheduling conflicts. Schedule appointments, set up meetings and assist with such meetings for both Business Administration and/or Executive Department staff.
- Perform other related duties as assigned by immediate supervisor and department staff.

Knowledge and Abilities:

- Experience with Microsoft Office to create workplace products. Microsoft product experience should include MS Word and MS Excel at a minimum.
- Excellent written and verbal communications skills and attention to detail.
- Works well under pressure.

Supervisory Responsibilities:

Not Applicable.

Physical Requirements:

- Ability to work indoors at a desk for extended periods of time
- Ability to work outdoors traveling to other job sites as needed
- Ability to lift and carry 10-20 pounds as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts
- Standing and/or sitting for extended periods of time
- Use of phone and/or computer for extended periods of time
- Bending, reaching and twisting in the performance of daily job functions
- Seeing, reading, writing, utilizing a computer keyboard, mouse and other computer implements
- Ability to work a set schedule consistent with job and/or business needs
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Qualifications:

High School Diploma or equivalent certification is required. One year of clerical experience, which includes computer operations experience is required.

Disclaimer: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.