

CITY OF PLAINFIELD



Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

**PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 2015/12.14**

**Closing Date for Applications: 12/21/2015
City of Plainfield Residency Required**

**DEPARTMENT OF ADMINISTRATION & FINANCE
Municipal Court**

**CLERK 1
FULL-TIME POSITION
Salary Range: \$29,404 - \$39,402**

EDUCATION/EXPERIENCE: High School diploma or equivalent; Court Experience preferred/Bilingual a Plus.

NOTE: Appointments may be made to positions requiring bilingual skills. Applicants may be required to utilize keyboard equipment to input and/or retrieve information on computer console, typewriter or other key entry device used.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

*Application and/or Resume may be submitted to:
City of Plainfield, Personnel Division
515 Watchung Avenue, Plainfield, NJ 07060
or emailed to: jobs@plainfieldnj.gov*

The City of Plainfield is an Equal Opportunity Employer