



**CITY OF PLAINFIELD  
PERSONNEL DIVISION  
JOB OPPORTUNITY BULLETIN**

**RESIDENCY REQUIRED**

**Posting Date:** July 18, 2014

**Closing Date:** July 25, 2014

**Department:** *Administration, Finance, Health & Social Services*  
**Division:** *Municipal Court*

**Position:** **Clerk 1**  
**Salary Range:** 28,542 – 38,246

**REQUIREMENTS:**

One year experience in performing clerical work. Municipal Court experience highly desirable.

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**Department:** **General Government**  
**Division:** **Office of the City Clerk**

**Position:** **Assistant Municipal Clerk**  
**Salary Range:** **62,979 -83,639**

**EXPERIENCE:**

Five (5) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring knowledge of office systems and procedures, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Applicants may substitute college credits from an accredited college or university for the nonsupervisory work experience on the basis of thirty (30) semester hour credits being equal to one (1) year of experience.

**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 must be submitted by the closing date to the:***  
Personnel Division,  
515 Watchung Avenue,  
Plainfield, NJ 07060

***The City of Plainfield is an Equal Opportunity Employer***