

CITY OF PLAINFIELD

Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060



JOB OPPORTUNITY BULLETIN

Bulletin # 7.23/15

Application Closing Date: 7/30/15

Residency Required

GENERAL GOVERNMENT Corporation Counsel

CLERK 1

Full -Time Temporary Position

35 Hours Per Week

Hourly Rate Range: \$16.09 – \$21.57

Requirement/Experience. High school diploma or equivalent; successful completion of a two (2) year college level course in secretarial science or two (2) years of college/ equivalent. Two (2) year minimum experience in dictation, transcription and office procedures; general office skills to include, but not be limited to telephone reception, filing, typing, record keeping; working knowledge of MS Word, Excel and Outlook.

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 must be submitted to.

Personnel Division

515 Watchung Avenue

Plainfield, NJ 07060

or e-mailed to: jobs@plainfieldnj.gov

The City of Plainfield is an Equal Opportunity Employer