

CITY OF PLAINFIELD



Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

**PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 1.16/15**

**Closing Date for Applications: 1/26/15
City of Plainfield Residency Required**

**DEPARTMENT OF PUBLIC AFFAIRS AND SAFETY
POLICE DIVISION**

**KEYBOARDING CLERK 4
FULL-TIME POSITION
(35 HOURS PER WEEK)
Salary Range: \$51,266 - \$68,209**

REQUIREMENTS

EXPERIENCE: Three (3) years of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials; one (1) year of which must have been performing duties equivalent to the Keyboarding Clerk 3 level.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of non-supervisory experience indicated above. Coursework must include keyboarding/typing skills, methods and procedures; other courses may include, but not be limited to office procedures, word processing and business English. Applicants will be required to demonstrate proficiency in keyboarding or typing.

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.

The City of Plainfield is an Equal Opportunity Employer