



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

**OPEN:** June 25, 2012

**CLOSES:** UNTIL FILLED

**RESIDENCY REQUIRED**

Position: **DEPUTY MUNICIPAL CLERK**

Department: General Government

Division/Unit: Office of the City Clerk

Salary Range: \$59,348 - \$78,817

**REQUIREMENTS:**

- **Education:** Graduation from High School or Vocational High School or possession of an approved high school equivalent certificate. An Associated Degree or higher in business or public administration is desirable.
- **Experience:** Five (5) years of increasingly responsible administrative and/or secretarial experience involving direct support for executive-level officials; experience handling a high level of public contact, two of the five years of experience must include administrative experience in a municipal government setting.

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

- **License:** Possession of, or the ability to obtain certification as a Municipal Clerk is highly desirable.

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 on or before the closing date to:***

***Personnel Division  
515 Watchung Avenue  
Plainfield, NJ 07060***

*The City of Plainfield Is An Equal Opportunity Employer*