

# CITY OF PLAINFIELD



Division of Personnel  
515 Watchung Avenue  
Plainfield, NJ 07060

**PLEASE POST  
JOB OPPORTUNITY BULLETIN  
Bulletin No. 2016/08.30**

**Closing Date for Applications: 09/06/2016  
City of Plainfield Residency Required**

DEPARTMENT OF Public Affairs & Safety  
Police Division

**CLERK 1 - BILINGUAL  
FULL-TIME POSITION**  
Salary Range: \$29,845- \$39,993

**EDUCATION/EXPERIENCE:** High School diploma or equivalent; One (1) year of office / clerical experience. Preferred candidate(s) should have basic knowledge of clerical functions; phone, typing, filing, proficient computer skills and work with the public.

**SPECIAL SKILL:**

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform duties of this position.

**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](mailto:jobs@plainfieldnj.gov)*

*The City of Plainfield is an Equal Opportunity Employer*