CITY OF PLAINFIELD

Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 2016/06.08

Closing Date for Applications: 6/14/2016
City of Plainfield Residency Required

DEPARTMENT OF PUBLIC WORKS AND URBAN DEVELOPMENT
PARKS & RECREATION DIVISION

CLERK DRIVER
PART-TIME POSITION
Salary Range: $18.75/hr.—$25.07/hr.
(Maximum of 30 Hours per Week)

EDUCATION/EXPERIENCE: High School diploma; One (1) year of office/clerical experience.

REQUIREMENTS: Appointees will be required to drive and service a motorized vehicle for transporting materials and/or passengers, and may perform routine clerical work and other related duties.

NOTE: Clerk Driver will preferably drive for Summer Camp and Community Trips.

LICENSE: Appointees must possess a driver's license valid in New Jersey. Appointees must also possess a valid Commercial Driver's License (CDL) and applicable endorsements (Pedestrian) for the class and type of vehicle being operated.

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

Please Note The Following:
*** Under the City of Plainfield Municipal Code, applicants are required to be a bona fide Resident of the City of Plainfield.**
*** All candidates selected for appointment will be required to complete a criminal history background check.**

The City of Plainfield is an Equal Opportunity Employer