

CITY OF PLAINFIELD



Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

**PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 2016/05.18**

**Closing Date for Applications: 5/25/2016
City of Plainfield Residency Required**

**DEPARTMENT OF PUBLIC WORKS AND URBAN DEVELOPMENT
SENIOR CITIZEN DIVISION**

CLERK DRIVER

PART – TIME POSITION

**Hourly Rate Range: \$18.75/hr. - \$25.07/hr.
(Maximum of 20 Hours/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.

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 (Passenger, Bus, School Bus) 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