

# 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 ADMINISTRATION, FINANCE,  
HEALTH AND SOCIAL SERVICES  
DIVISION OF HEALTH

KEYBOARDING CLERK 1 – BILINGUAL  
TEMPORARY WORKER (UP TO 20 HRS/WK)  
Hourly Rate Range: \$16.34/hr.  
Duration - Not to Exceed 6 Months

**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. Applicant must be able to read, speak, understand and communicate in Spanish.

**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*