

CITY OF PLAINFIELD



Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

**PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 2016/06/24**

**Closing Date for Applications: 06/30/2016
City of Plainfield Residency Required**

**DEPARTMENT OF PUBLIC WORKS AND URBAN DEVELOPMENT
DIVISION OF INSPECTIONS**

**CLERK 1 (&) CLERK 1 – BILINGUAL
SEASONAL WORKER (UP TO 30 HRS/WK) - 2 POSITIONS
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.

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*

The City of Plainfield is an Equal Opportunity Employer