

CITY OF PLAINFIELD



Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

**PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 2016/03.29**

**Closing Date for Applications: 4/05/2016
City of Plainfield Residency Required**

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

**KEYBOARDING CLERK 3
FULL-TIME POSITION
(35 HOURS PER WEEK)**

Salary Range: \$39,358 - \$52,562

EDUCATION/EXPERIENCE: College Degree preferred. Two (2) years of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials; one (1) year of which must have been performing duties at or equivalent to the Keyboarding Clerk 2 level.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester credits in secretarial science from an accredited college or university may be substituted for one (1) year of methods, and procedures' other course may include, but not be limited to, office procedures, word processing, and business English.

Applicants will be required to demonstrate proficiency in keyboarding or typing.

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