

CITY OF PLAINFIELD



Division of Personnel
515 Watchung Avenue
Plainfield, NJ 07060

**PLEASE POST
JOB OPPORTUNITY BULLETIN
Bulletin No. 2017/04.18**

**Closing Date for Applications: 04/25/2017
City of Plainfield Residency Required**

DEPARTMENT OF ADMINISTRATION & FINANCE
Municipal Court Division

CLERK 1 (2 POSITIONS)
TEMPORARY/PART-TIME (UP TO 20 HRS/WK)
Hourly Rate Range: \$16.64/hr.
Duration - Not to Exceed 6 Months

EDUCATION/EXPERIENCE: High School diploma or equivalent; One (1) year work experience of clerical/administrative tasks. The preferred candidate(s) will have municipal court experience.

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