

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 PUBLIC WORKS AND URBAN DEVELOPMENT
SENIOR CITIZEN DIVISION**

**CLERK DRIVER
PART - TIME POSITION
(MAXIMUM 25 HOURS PER WEEK)
Hourly Rate Range: \$19.11/hr. - \$25.55/hr.**

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.

SPECIAL NOTE: Please note that selected candidate's driver abstract will be reviewed.

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 (Pedestrian/Passenger) 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*

The City of Plainfield is an Equal Opportunity Employer