

To: All City Departments, Linden Board of Health and Linden Public Library

From: Jessica Sheehy, Personnel Officer

Date: November 10, 2020

RE: Job Posting

Please be advised that there are 3 vacancies for the position of **Clerk 1 Part time** in the **Municipal Court**. (Job description and requirements attached.) These positions are part time and temporary not to exceed 25 hours per week at the hourly rate of \$18.98. Please post this in an area available to all employees. At this time, these positions are open to all current City of Linden residents.

Anyone interested in the above-mentioned vacancy, must submit an employment application which can be obtained on line at:
<https://bit.ly/linden-employment>

Due to the current COVID-19 pandemic, all applications must be completed and returned via email to jobapp@linden-nj.org, no later than 4:30 P.M. Friday, November 27, 2020. In addition to electronic submission, applications can be mailed to the City of Linden, City Clerk's Office, 301 N. Wood Ave., Linden, NJ 07036. Applications that are mailed must be post marked by the closing date of the job announcement or they will be returned to applicant. Please be advised that all employment applications must be completed at the time of submission. Please include copies of resumes, proof of qualifications or any additional documents you wish to submit with your application.

C: Mayor Derek Armstead
Council President Yamakaitis
Members of Council
Affirmative Action Officer/ Bulletin Board