

## Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library  
From: Jessica Sheehy, Personnel Officer  
Date: March 3, 2021  
RE: Job Posting

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Please be advised that there is a vacancy for 1 Laborer position the Buildings and Grounds Department. (Job description and requirements attached). This position is full time for 35 hours per week at the hourly rate \$15.00. Please post this in an area available to all employees. At this time, this position will also be publicly advertised and open to all City of Linden residents.

Anyone interested in the above-mentioned vacancy, must submit an employment application online at:

[http://www.linden-nj.org/\\_Content/pdf/forms/Employment-Application-Linden.pdf](http://www.linden-nj.org/_Content/pdf/forms/Employment-Application-Linden.pdf)

All applications must be completed and returned to the City Clerk, no later than Friday, March 17, 2020. Please be advised that all employment applications must be complete at the time of submission. Copies of resumes, proof of qualifications or any additional documents you wish to submit with your application must be supplied by the applicant. No copying services will be provided by the City Clerk's Office.

c: Mayor Derek Armstead  
Council President Yamakaitis  
MEMBERS OF COUNCIL  
Affirmative Action Officer  
Bulletin Board

JS/nmr

