



City of Linden

Union County, New Jersey

DIVISION of PERSONNEL SERVICES

301 No. Wood Avenue

Linden, New Jersey 07036

(908) 474-5760

Fax: (908) 862-8046

Jessica Sheehy
Personnel Officer

Allan C. Roth, Esq.
Labor Relations Specialist

Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library
From: Jessica Sheehy, Personnel Officer
Date: April 27th, 2021
RE: Job Posting

Please be advised that there is a vacancy for a Clerk I position in the Division of Constituent Services. (Job description and requirements attached.) This position is Part time, which should not exceed 25 hours per week at the hourly rate of \$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 as employment application which can be obtained from the City Clerk's Office or on line at:

<https://linden-nj.gov/wp-content/uploads/2020/03/Employment-Application-Linden.pdf>

Due to the current COVID-19 pandemic all applications must be completed and returned via email to jobbapp@linden-nj.org , no later than 4:30 p.m., Tuesday, May 11, 2021. In addition to electronic submission, applications can be mailed to the City Clerk's office located at 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

JS/nmr