

## Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library  
From: Jessica Sheehy, Personnel Officer  
Date: July 22, 2021  
RE: Job Posting

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Please be advised that there is a vacancy for (2) Full time Clerk 1 in the **Social Services/ Welfare** Department. (Job description and requirements attached.) This position is 35 hours per week at a salary of \$34,548.00. Please post this in an area available to all employees. At this time, this position is only open to all City of Linden residency.

Anyone interested in the above-mentioned vacancy, must submit an employment application which can be obtained 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 [jobapp@linden-nj.org](mailto:jobapp@linden-nj.org), no later than 4:30 p.m. Thursday, August 5<sup>th</sup>,2021. In addition to electronic submission, applications can be mailed to the 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

JS/nmr

