

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

Please be advised that there is a vacancy for a Part time Clerk 1 position in the **Parks and Recreation** Department. (Job description and requirements attached.) This position is no less than 19 hours per week not exceeding 25 hours at the hourly rate \$18.98. 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, no later than 4:30 p.m. Thursday, August 5th,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