

Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library
From: Jessica Sheehy, Personnel Officer
Date: August 18th, 2021
RE: Job Posting

Please be advised that there is a Full time **Clerk 1** position in the **Construction Code** 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>

All applications must be completed and returned via email to jobapp@linden-nj.org, no later than 4:30 p.m. Friday, September 3rd, 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