

October 9, 2015

Board of Health	Municipal Garage
Board of Adjustment	Office of Emergency Mgmt.
Central Dispatch 911	Planning Board
City Attorney's Office	Police Department
City Clerk's Office	Public Works Department
City Engineer's Office	Purchasing Departments
Municipal Treasurer's Office	Dept. of Public Property/Comm Services
Construction Code Department	Tax Assessor
Fire Department	Tax Collector
Mayor's Office	Transportation & Parking Dept.
Municipal Court	Linden Library

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Clerk 3 in the Personnel Division at the annual salary of \$43451-\$59897. (job description and requirements attached). This position is a full time position for 35 hours per week. Please post this in an area available to all employees. In addition to this announcement, this position will be publicly advertised.

Anyone interested in the above mentioned vacancy must obtain an employment application from City Clerk's office. All applications must be returned to the City Clerk, **no later than Friday, October 23, 2015.**

Very truly yours,

Jessica Sheehy  
Supervisor of Personnel

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

### **CLERK 3**

#### **DEFINITION:**

Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work; does other related duties as required.

**NOTE:** Incumbents may be required to utilize keyboard equipment to input and/or retrieve information on a computer console, typewriter or other key entry device used by the agency. Keyboarding/typing duties may or may not be assigned depending on the needs of the employing agency. Incumbents are not expected to perform keyboarding/typing tasks with the speed and accuracy required of a Keyboarding Clerk.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **DISTINGUISHING CHARACTERISTICS:**

Positions in this title perform varied, complex clerical work requiring knowledge of the organization's rules, regulations, policies and procedures. Employees frequently exercise independent judgment and make decisions concerning processes to be followed, the appropriateness of the information to be processed, and the actions to be taken. Work is performed independently requiring minimal review upon completion.

Positions reside in various State and local government departments/agencies and may perform clerical tasks specific in a County or Municipal department/agency (e.g. municipal courts, libraries, election offices, tax collection/assessment, code enforcement, administrative or personnel offices, hospitals, recreation offices, and other regulatory agencies.)

#### **EXAMPLES OF WORK:**

Interprets and applies organizational rules, regulations, policies, and procedures.

Receives, screens, reviews and verifies documents.

May take the lead over clerical staff.

May provide assignment, instruction, and on-the-job training to clerical staff.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers the more complex problems to supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Sorts, indexes, and files checks, cash stubs, vouchers, requisitions and other materials numerically, alphabetically, or according to other predetermined classification, and maintains such files.

Receives applications, documents, forms and fees; screens, sorts

and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides information in person and over the telephone.

May enter and/or retrieve information on a computer terminal.

May occasionally perform keyboarding/typing duties, but not as the primary function of the position.

Stores and distributes office supplies.

Prepares and verifies payrolls and makes simple arithmetic calculations.

Schedules administrative proceedings; may process requests for scheduling changes.

May participate in the interviewing and training of new employees.

Receives, logs in and reviews permit applications for completeness and accuracy; issues permits for construction, repair, installation, and demolition operations.

Coordinates the scheduling of various activities for a park, recreational site, school district or other government entity.

May transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals.

When assigned to a court, prepares the docket (or schedule) of cases to be called and contact witnesses, attorneys, and other parties to collect or provide information; calls court to order, administers oaths to jurors, witnesses, court officers and others, announces postponements, and adjourns court; assists the judge both on the bench and in the chambers.

When assigned to a tax office, computes and record tax payments.

When assigned to a finance or tax office, may perform specialized clerical work involving the preparation and maintenance of assessment rolls and records.

When assigned personnel duties, processes personnel action forms, maintains personnel records and gathers sensitive or confidential information or data.

When assigned to a hospital, health care, or long-term care facility, may interview patients or relatives of patients to obtain admission information; performs other clerical functions involving the admission of patients.

When assigned to a finance office, may perform specialized clerical work involving the cancelation of mortgages.

When assigned to a Sheriff's Office, may perform specialized clerical work involved in the advertising and sale of real estate and chattel.

Prepares reports or assists in the preparation of reports by gathering data, tabulating results, and/or preparing charts.

Operates various types of office and mail processing machines such as a keyboard equipment, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing ribbons.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EXPERIENCE:**

Two (2) years of experience in clerical work; one (1) year of which must have been performing duties at or equivalent to the Clerk 2 level.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of office routines, equipment, and practices.

Knowledge of organizational rules, regulations, policies, and procedures.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to take the lead over lower level clerical staff.

Ability to assign work, instruct and provide on-the-job training to clerical staff.

Ability to make simple arithmetic calculations and tabulations.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to sort, index, file, and pull varied types of materials using an

established filing system.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known abilities. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.