

Secretarial Assistant – CITY OF UNION CITY: Acts as a personal secretary or aide to the head of an established division. The individual will be expected to perform complex and responsible clerical work of a varied nature. This position requires the ability to learn the knowledge of the rules and regulations of the division. It also requires the ability to supervise the work of a clerical staff. The ability to speak and read Spanish will be an asset. The position requires four (4) years of clerical experience. The salary for this full time position is \$40,000 annually. Send your resume to Judith Gottlieb, Personnel Consultant, Personnel Office, City Hall, 3715 Palisade Avenue, Union City, New Jersey 07087 or you may email the information to: jgottlieb@ucnj.com.

City of Union City is an equal opportunity employer.