

Clerk 1

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; does other related duties as required.

The ability to speak, understand and communicate in Spanish and English sufficiently to perform the duties of the position will be beneficial.

This is a part time position with an hourly rate of \$15.49 an hour.

Send resumes to Susana Perez, Personnel Office, 3715 Palisade Avenue, Union City, New Jersey 07087 or you may email the information to: sperez@ucnj.com.

The City of Union City is an equal opportunity employer.