

**CITY OF UNION CITY
COUNTY OF HUDSON, STATE OF NEW JERSEY**

EMPLOYMENT OPPORTUNITY – PERSONNEL TECHNICIAN

The City of Union City is seeking a Personnel Technician to handle day to day operations with respect to human resources. Interested parties should have a bachelor's degree; however, technical experience may serve as a substitute. Experience and knowledge of New Jersey civil service rules and regulations is preferred. Responsibilities will generally involve oversight of personnel matters for the City. Additional responsibilities include, but are not limited to, preparing personnel correspondence, implementation of the employee policy manual, assists employees in understanding benefits, prepares job specifications, handles employee training and maintains all personnel records and files. Interested parties should submit resumes to Ms. Judith Gottlieb, Personnel Consultant at jgottlieb@uncj.com or send to 3715 Palisade Avenue, Union City, NJ 07087 call 201-392-3604 or 201-348-5846. Salary commensurate with qualifications. The City of Union City is an affirmative action, equal opportunity employer.