

KEYBOARDING CLERK 1,
CITY OF UNION CITY, HUDSON COUNTY

Performs routine clerical work involving the processing of documents in a variety of functions; formats and key enters/types of correspondence, documents, reports, charts and other materials on a computer, typewriter or other key entry device.

The vacancy is in the Department of Public Affairs, Municipal Court, City of Union City. It is a full time position with benefits. The starting salary is \$20,000.

Send letter of interest and resume to Judith Gottlieb, Personnel Consultant, Personnel Office, 3715 Palisade Avenue, Union City, New Jersey 07087 or email your information to jgottlieb@ucnj.com.

Resumes must be received by no later than September 25, 2020.