



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217

**Job Opening:
Clerk 2**

Department: Department of Recreation & Youth Development

Division: Division of Parks Maintenance

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union Local 245

Full-Time/Part-Time/Seasonal: Full Time, 37.5 hrs/wk

Workweek: Monday- Friday, 9:00 am - 4:30 pm

Salary Range: \$42,000 - \$45,000, based on qualifications and experience. Competitive Jersey City retirement and health benefit packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a motivated individual to perform secretarial/clerical work within the Division of Parks Maintenance. Responsibilities will include establishing and maintaining records, intake, and distribution of records to staff members, data entry, data evaluation, and other office duties, as required.

Job Duties:

- Coordinates the development and implementation of departmental goals, objectives, policies, and priorities.
- Supports See Click Fix, which identifies and categorizes constituents' issues in the community. Must perform daily reviews, categorize, prioritize, and respond by creating work tickets.
- Prepares, organizes, and analyzes data to prepare reports for review.
- Prepares prioritized comprehensive reports on all issues in Parks Maintenance by analyzing data collected on the parks by Parks Maintenance employees.
- Provides staff support to the Division of Parks Maintenance.
- Obtains pertinent information from the files and other sources, arranges it in usable form and prepares memoranda and summaries as required.
- Provides information to requestors such as division personnel, representatives of the state, local, and other groups, organizations, agencies, and the public per established policy.
- Provides information from files for all OPRA requests.
- Performs other duties as assigned.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Required Education: High School or GED Diploma

Essential Skills:

- Detailed email communications.
- Exceptional writing skills.
- Capable of performing highly complex clerical tasks.
- Prepares and supervises the preparation of statistical and other reports containing findings, conclusions, and recommendations.
- Capacity to organize assigned work and develop effective work methods.
- Communicates clearly and concisely, both orally and in writing.
- Innovative team player.
- Strong organization, time management skills, and computer skills.
- Good customer service and relationship-building skills.
- Ability to organize and coordinate work with supervisors and peers.
- Previous experience with Microsoft Outlook, Word
- Intermediate to advanced knowledge in Excel, must know how to export data.
- Telephone skills

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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