



**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:
CDBG – Support Staff**

Department: Housing, Economic Development & Commerce

Division: Community Development

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours per week

Salary: \$40,000 - \$45,000 – Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated CDBG Support Staff for the Division of Community Development. The ideal candidate, under limited supervision, will assist with various clerical duties such as processing documents, filing, answering phone calls, sending emails, and other duties depending on the division's needs.

Job Duties:

- Assists with compliance and monitoring activities (file maintenance, document production, data entry, and tracking).
- Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to supervisor for resolution.
- Provides guidance and assistance to staff.
- Responds to constituents' inquiries.
- Assists and participates in training and/or community outreach activities.
- Sorts and distributes mail. Maintains prepared mailing lists.
- May wrap packages for shipment by mail or express. Assembles materials for distribution.
- Fills in and checks form letters, circulars and other forms as directed.
- Compiles information and/or numerical data.
- Provides information in person and over the telephone.
- Enter/or retrieve information on a computer terminal.
- Assist in requisitioning, storing, and distributing office supplies.
- Assist in preparing and verifying payrolls and make simple arithmetic calculations.
- Schedules administrative proceedings; may process requests for scheduling changes.
- Performs other duties as assigned.



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**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 Educational Background: High School Diploma or GED required.

Preferred Experience: One (1) year of clerical or data processing experience.

Essential Skills:

- Knowledge of office routines, equipment, and practices after a period of training.
- Ability to comprehend established office routines and department regulations.
- Ability to organize assigned clerical work and develop effective work methods,
- Ability to sort, index, file, and pull varied types of materials using an established filing system.
- Ability to operate and perform routine maintenance on office machines and other equipment.

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.