



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 – Construction Code**

**Department:** Housing, Economic Development & Commerce

**Division:** Construction Code

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union

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

**Workweek:** 37.5 hours per week

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

The City of Jersey City seeks a qualified, dynamic, and motivated Clerk for the Division of Construction Code. The ideal candidate, under limited supervision, performs moderately complex and 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:**

- Receives, retrieves, and sorts documents, papers, forms, and other materials by established policies, procedures, and guidelines.
- Reviews and processes documents, forms, and other materials for corrections and completeness; refers problems to supervisor for resolution.
- Sorts, indexes, and files checks, cash stubs, vouchers, requisitions, and other materials numerically, alphabetically, or according to predetermined classifications; maintains such files.
- Prepares routine reports or assists in the preparation of reports by gathering data, tabulating results, and preparing simple charts.
- Assists in project coordination with division partners within the City and developers.
- Receives applications, documents, forms, and fees; screens, sorts, and assembles this information for further processing.
- Fills in and checks form letters, circulars, and other documents as directed.
- Files essential and confidential documents in assigned storage used by the appointing authority.
- Provides information in person and over the telephone.
- May assist in requisitioning, storing, and distributing office supplies.
- Schedules administrative proceedings; may process requests for scheduling changes.
- Performs other duties as assigned.

*\*Please note that this job description is not designed to cover or contain a comprehensive listing of*



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*activities, duties, or responsibilities 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:** Two (2) years of Clerical or Administrative experience.

**Essential Skills:**

- Knowledge of office routines, methods, procedures, policies, and guidelines.
- Ability to comprehend established office routines and department regulations.
- Ability to organize work and develop effective work methods.
- Ability to work effectively with associates, superior officials, and members of the public problems/procedures involved in enforcing relevant sanitary, environmental, and public health laws, rules, and ordinances.
- Ability to read, write, sorting of files, 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.**