

The Housing Authority of Plainfield is accepting applications for the following temporary part-time position:

Clerk 1

Applicants must be able to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.

DEFINITION:

Under close supervision, performs routine, clerical work involving the processing of documents in a variety of functions; process rent and housing benefit payments, annual recertifications, interim changes and lease renewals, does other related duties as required. Keyboard/typing, filing, facsimile and answering the telephone.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Interested individuals may forward over a current resume/cover letter by email jacquelinem@hap-nj.org