

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

**Clerk 1**

**DEFINITION:**

Under supervision, one (1) year of experience in securing and verifying information and making determinations or recommendations pertaining to such matters as the eligibility of applicants for insurance, credit, entitlement to cash awards or financial benefits, employment, financial loans, or the adjustments and settlement of insurance claims and/or interviewing and eliciting information from persons and assisting them in completing application forms and verifying obtained.

**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 to [zenas@hap-nj.org](mailto:zenas@hap-nj.org)