

The City of Garfield is seeking a Keyboarding Clerk I who, under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required. Please submit a resume and letter of interest to Denise Ingui at [DIngui@garfieldnj.org](mailto:DIngui@garfieldnj.org) if you are interested. Starting salary: \$34,000.00. Bilingual in Spanish preferred. Full job description/requirements can be found at: <https://info.csc.state.nj.us/jobspec/01268.htm> or <https://info.csc.state.nj.us/jobspec/01271.htm>. Initial placement will be in the Building Department at City Hall.

Any prior applicants to the City of Garfield must reapply for consideration. The City of Garfield is an Equal Opportunity Employer.

Due by: March 13, 2025