

Please Post

6 February, 2017

NOTICE OF VACANCY

TITLE: CLERK DRIVER

JOB STATUS: Part time 21 hours/week

LOCATION: Library, Main Branch, Frankford, NJ

DIVISION/DEPARTMENT: Department of Finance & Library Services
Division of Library Services

DATE OF VACANCY: Current

STARTING SALARY: Range \$13.875 to \$25.463

CLOSING DATE FOR APPLICATION: February 16, 2017

TENTATIVE START DATE: to be determined

REQUIREMENTS:

License:

Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Drivers License (CDL) and applicable endorsements for the class and type of vehicle being operated.

JOB DUTIES:

Under direction drives and services a motorized vehicle for transporting materials or passengers, and may perform routine clerical work, does other related duties.

Examples of Work:

Drives motorized vehicle for transporting materials and/or passengers; Loads and unloads supplies; when assigned to a library performs library clerical duties as assigned; maintains records, inventory, and files.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860