

# Please Post

12 November, 2020

## NOTICE OF VACANCY

TITLE: CLERK DRIVER

JOB STATUS: Part time 25 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 \$14.54 hour

CLOSING DATE FOR APPLICATION: November 22, 2020

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