

# MEMORANDUM



DEPARTMENT OF ADMINISTRATION AND  
FINANCE  
**PERSONNEL DIVISION**  
One Bergen County Plaza – 3rd Floor – Hackensack, NJ 07601-7076  
(201) 336-6375 – Fax (201) 336-6384

TDD Users-NJ Relay Service (800) 852-7899  
Braille Transcript available upon request, AA/EOE

**Kathleen A. Donovan**  
County Executive

Visit our web site – [www.co.bergen.nj.us](http://www.co.bergen.nj.us)

**R.W.Kornfeld**  
Director of Personnel

DATE: December 30, 2013  
TO: FOR POSTING  
FROM: R. W. Kornfeld, Director of Personnel  
SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<b><u>ADMIN &amp; FINANCE</u></b> Central Municipal Court	Senior Cashier @ 40 hrs/wk	\$ 26,331/yr – Open
<b><u>COUNTY CLERK</u></b>	Clerk 1 @ 40 hrs/wk	\$ 26,331/yr – Open
<b><u>HEALTH SERVICES</u></b> Animal Shelter	Supervising Animal Attendant @ 40 hrs/hr	\$ 26,331/yr – Open
Mental Health Unit	Attorney @ 40 hrs/wk	\$ Open
OADD-ARP	Clerk 3/Bi-Lingual (Sp & Eng) @ 40 hrs/wk	\$ 26,331/yr – Open
OADD-ARP	Clerk 2 @ 40 hrs/wk	\$ 26,331/yr - Open
<b><u>HUMAN SERVICES</u></b> Community Transportation	Radio Dispatcher/Keyboarding Clerk 2 @ 40 hrs/wk	\$ 26,331/yr – Open
	Coordinator/Special Transportation @ 40 hrs/wk	\$ 26,331/yr – Open
	Program Coordinator, Senior Citizens' Transportation @ 40 hrs/wk	\$ 26,331/yr - Open
<b><u>SUPERINTENDENT OF ELECTIONS</u></b>	Clerk 1 @ 32.5 hrs/wk	\$ 20,000/yr

C: Kathleen A. Donovan; Edward Trawinski; Jeanne Baratta; Clerk to the Board; Affected Department Heads; Health Care Center; Affected Labor Officials

**NOTE: Active employees, those interested in any of the afore-mentioned job vacancies, must submit their inquiry in writing to the County's Director of Personnel. Pursuant to NJSA 52:14-7 (L.2011, chapter 70), Also known as the "New Jersey First Act," which became effective on September 01, 2011, all new persons hired by the County of Bergen thereafter must be proven residents of the State of New Jersey, or shall have one year from date of employment to establish and then maintain their principal residence in New Jersey.**