

Legal Stenographer / Legal Secretary

The City of Clifton is accepting applications without regard to race, color, sex or ethnic origin, from residents of Passaic & Essex County, for the position of Legal Secretary/Legal Stenographer (classified as Legal Stenographer by Civil Service Commission) with a minimum of 3 years of experience in municipal law. Candidate must possess excellent typing and communication skills. This position is in the Law Department and it requires the ideal individual to possess superior interpersonal skills; be able to handle heavy work volume; work independently and cooperatively with others; and deal well with members of the public. Excellent benefit package. Salary range is \$39,378 - \$60,432 DOQ. Cover and resume should be sent to Personnel Officer Doug Johnson, Clifton City Hall, 900 Clifton Ave. Clifton, NJ., 07013 or e-mail to djohnson@@cliftonnj.org no later than Friday August 14, 2019. City of Clifton is an Equal Opportunity Employer.