

# 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: February 4, 2013  
TO: FOR POSTING  
FROM: R. W. Kornfeld, Director of Personnel  
SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<u>HEALTH SERVICES</u>		
ARP	Clerk 1 Bi-Lingual (Spanish & English) 40 hrs/wk ***	\$ 25,878-Open
ARP	Substance Abuse Counselor Intern Per Diem ***	\$ 15.00/pr hr.

\*\*\* Grant-Funded

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 the date of employment to establish and then maintain their principal residence in New Jersey.*

# 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: February 4, 2013

TO: FOR POSTING

## CORRECTED LIST

FROM: R. W. Kornfeld, Director of Personnel

SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<u>HEALTH SERVICES</u>		
ARP	Clerk 1 Bi-Lingual (Spanish & English) 40 hrs/wk ***	\$ 25,878-Open
ARP	Substance Abuse Counselor Intern Per Diem ***	\$ 15.00/pr hr.
<u>HUMAN SERVICES</u>		
Senior Services	Keyboarding Clerk 2 @ 40 hrs/wk***	\$ 25,878-Open
<u>PUBLIC SAFETY</u>		
Emergency Management	Coordinator, Monitoring & Evaluation @ 40 hrs/wk	\$ 25,878-Open

\*\*\* Grant-Funded

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 the date of employment to establish and then maintain their principal residence in New Jersey.*

# 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: February 11, 2013  
TO: FOR POSTING  
FROM: R. W. Kornfeld, Director of Personnel  
SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<u>BOARD OF FREEHOLDERS</u>	Clerk 1 @ 35.0 hrs/wk	\$ 25,878-Open
<u>COUNTY CLERK</u>	Program Analyst @ 40 hrs/wk	\$ 25,878-Open
<u>HEALTH SERVICES</u>		
ARP	Clerk 1 Bi-Lingual (Spanish & English) 40 hrs/wk ***	\$ 25,878-Open
ARP	Substance Abuse Counselor Intern Per Diem ***	\$ 15.00/pr hr.
<u>HUMAN SERVICES</u>		
Senior Services	Keyboarding Clerk 2 @ 40 hrs/wk*** Health Educator @ 40 hrs/wk *** Chief Clerk @ 37.5 hrs/wk	\$ 25,878-Open \$ 25,878-Open \$ 25,878-Open
Family Guidance	Administrative Secretary/Office Services Manager @ 37.5/hrs/wk Youth Group Worker @ 40 hrs/wk	\$ 25,878-Open \$ 25,878-Open
<u>PUBLIC SAFETY</u>		
Emergency Management	Coordinator, Monitoring & Evaluation @ 40 hrs/wk	\$ 25,878-Open

\*\*\* Grant-Funded

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 the date of employment to establish and then maintain their principal residence in New Jersey.

# 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: February 18, 2013  
TO: FOR POSTING  
FROM: R. W. Kornfeld, Director of Personnel  
SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<u>BOARD OF FREEHOLDERS</u>	Clerk 1 @ 35.0 hrs/wk	\$ 25,878-Open
<u>COUNTY CLERK</u>	Program Analyst @ 40 hrs/wk	\$ 25,878-Open
<u>HEALTH SERVICES</u>		
ARP	Clerk 1 Bi-Lingual (Spanish & English) 40 hrs/wk ***	\$ 25,878-Open
ARP	Substance Abuse Counselor Intern Per Diem ***	\$ 15.00/pr hr.
Administration	Coordinator, Community Health Services @ 40 hrs/wk	\$ 25,878-Open
Health Education	Ass't Health Educator @ 40 hrs/wk ***	\$ 25,878-Open
<u>HUMAN SERVICES</u>		
Senior Services	Keyboarding Clerk 2 @ 40 hrs/wk*** Health Educator @ 40 hrs/wk ***	\$ 25,878-Open \$ 25,878-Open
Family Guidance	Chief Clerk @ 37.5 hrs/wk Administrative Secretary/Office Services Manager @ 37.5/hrs/wk Youth Group Worker @ 40 hrs/wk	\$ 25,878-Open \$ 25,878-Open \$ 25,878-Open \$ 25,878-Open
<u>PUBLIC SAFETY</u>		
Emergency Management	Coordinator, Monitoring & Evaluation @ 40 hrs/wk	\$ 25,878-Open

\*\*\* Grant-Funded

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.

# 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: February 19, 2013

TO: FOR POSTING

## CORRECTION

FROM: R. W. Kornfeld, Director of Personnel

SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<u>BOARD OF FREEHOLDERS</u>	Clerk 1 @ 35.0 hrs/wk	\$ 25,878-Open
<u>COUNTY CLERK</u>	Program Analyst @ 40 hrs/wk	\$ 25,878-Open
	Clerk 1 @ 40 hrs/wk	\$ 25,878-Open
<u>HEALTH SERVICES</u>		
ARP	Clerk 1 Bi-Lingual (Spanish & English) 40 hrs/wk ***	\$ 25,878-Open
ARP	Substance Abuse Counselor Intern Per Diem ***	\$ 15.00/pr hr.
Administration	Coordinator, Community Health Services @ 40 hrs/wk	\$ 25,878-Open
Health Education	Ass't Health Educator @ 40 hrs/wk ***	\$ 25,878-Open
<u>HUMAN SERVICES</u>		
Senior Services	Health Educator @ 40 hrs/wk *** Chief Clerk @ 37.5 hrs/wk	\$ 25,878-Open \$ 25,878-Open
Family Guidance	Administrative Secretary/Office Services Manager @ 37.5/hrs/wk Youth Group Worker @ 40 hrs/wk	\$ 25,878-Open \$ 25,878-Open

\*\*\* Grant-Funded

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.