

# 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: September 2, 2013  
TO: FOR POSTING  
FROM: R. W. Kornfeld, Director of Personnel  
SUBJECT: Job Openings (currently under recruitment)

DEPARTMENT	CLASSIFICATION	RATE
<b><u>ADMINISTRATION &amp; FINANCE</u></b>		
Treasury	Principal Account Clerk @ 40 hrs/wk	\$ 25,878/yr - Open
<b><u>HEALTH SERVICES</u></b>		
Animal Shelter	Management Assistant @ 40 hrs/wk	\$ 25,878/yr – Open
	Animal Attendants @ 40 hrs/wk	\$ 25,878/yr - Open
	Animal Attendants @ Per Diem Status	\$ 12.44/hr
	Senior Animal Attendants @ 40 hrs/wk	\$ 25,878/yr – Open
	Supervising Animal Attendant @ 40 hrs/wk	\$ 25,878/yr – Open
	Animal Health Technicians @ 40 hrs/wk	\$ 25,878/yr – Open
Animal Control Division	Animal Control Officer @ 40 hrs/wk	\$ 25,878/yr - Open
Environmental Services	Section Supervisor, Environmental Compliance @ 40 hrs/wk	\$ 25,878/yr – Open
Mental Health Unit	Paralegal Specialist @ 40 hrs/wk	\$ 25,878/yr - Open
Public Health	Management Assistant @ 40 hrs/wk	\$ 25,878/yr – Open
<b><u>HUMAN SERVICES</u></b>		
Family Guidance	Youth Group Worker @ 40 hrs/wk	\$ 25,878/yr – Open
<b><u>PARKS &amp; RECREATION</u></b>		
	Maintenance Supervisor, Grounds @ 40 hrs/wk	\$ Under Review
<b><u>PUBLIC SAFETY</u></b>		
Police Services	Supervising Security Guard @ 40 hrs/wk	\$ 25,878/yr - Open

**PUBLIC WORKS**

General Services

Assistant Maintenance Superintendent @ 40 hrs/wk	\$ 25,878/yr – Open
Assistant Maintenance Supervisor @ 40 hrs/wk	\$ 25,878/yr – Open
Senior Maintenance Repairer/Heating & A/C @ 40 hrs/wk	\$ 25,878/yr – Open
Supervising Maintenance Repairer @ 40 hrs/wk	\$ 25,878/yr - Open

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.***