

# 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 23, 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	Sr. Accountant @ 40 hrs/wk ***	\$ 25,878/yr - Open
	Principal Account Clerk @ 40 hrs/wk	\$ 25,878/yr - Open
Personnel	Sr. Personnel Assistant @ 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	Manager, Animal Control Facility @ 40 hrs/wk	\$ 25,878/yr - Open
CEED Program	Community Service Worker (Bi-Lingual/ Spanish & English) (Per Diem)	\$ 15.00/hr
	Field Representative, Health Education @ 40 hrs/wk	\$ 25,878/yr - Open
Environmental Services	Section Supervisor, Environmental Compliance @ 40 hrs/wk	\$ 25,878/yr - Open
	Sr. Registered Environmental Specialist @ 40 hrs/wk	\$ 25,878/yr - Open
	Environmental Health Specialist @ 40 hrs/wk	\$ 25,878/yr - Open
	Industrial Hygienist @ 40 hrs/wk	\$ 25,878/yr - Open
HIV Program	Community Service Worker (Per Diem)	\$ 15.00/hr
Mental Health Unit	Paralegal Specialist @ 40 hrs/wk	\$ 25,878/yr - Open
Public Health	Management Assistant @ 40 hrs/wk	\$ 25,878/yr - Open
Health Care Center	Management Assistant @ 40 hrs/wk	\$ 25,878/yr - Open
	Hospital Attendant @ 40 hrs/wk	\$ 25,878/yr - Open

Health Care Center                      Hospital Attendants (Per Diem)                      \$ 14.00/hr  
Medical Social Worker (MSW) (Per Diem)                      \$ 26.00/hr

**HUMAN SERVICES**

Community Transportation                      Motor Vehicle Operators/Elderly & Handicapped  
Persons (CDL; Class B License)  
@ 40 hrs/wk                      \$ 25,878/yr – Open  
Program Coordinator/Sr. Citizens Transportation  
@ 40 hrs/wk                      \$ 25,878/yr – 40,000/yr  
Radio Dispatcher/Keyboarding Clerk 2  
@ 40 hrs/wk                      \$ 25,878/yr - Open

Family Guidance                      Youth Group Workers @ 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  
Supervising Mechanic, Diesel @ 40 hrs/wk                      \$ 25,878/yr – Open

Mosquito Control                      Superintendent, Mosquito Extermination  
@ 40 hrs.wk                      \$ 25,878/yr - Open

\*\*\*Inter-Departmental

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.***