



**CITY OF PLAINFIELD  
PERSONNEL DIVISION  
JOB OPPORTUNITY BULLETIN**

*Please Post  
Residency Required*

**OPEN:** January 12, 2012    **CLOSES:** January 20, 2012

Position:                    **SEASONAL WORKER – TECHNICAL SUPPORT ASSISTANT**  
Department:                General Government  
Division/Unit:              Information Technology, Media & PCTV74  
Hours:                        Hourly - Full Time – 35 Hours per Week  
Hourly Range:              \$12.00 – \$14.00

**REQUIREMENTS:**

***EXPERIENCE (HIGHLY DESIRABLE):*** Knowledge of the basics of computer systems hardware; knowledge of the facilities generally provided by operating systems software; knowledge of special vendor or client/server productivity aid packages; knowledge of data communications network equipment and software; knowledge of computerized systems, peripheral devices, supportive operational equipment, and organizational backup. Ability to use interactive programming and system diagnosis tools; ability to use various data center productivity aids; ability to use various hardware tools and software packages; ability to prepare clear, accurate and concise technical reports; ability to maintain records and files. Ability to learn quickly from both oral and written directions and instructions; ability to utilize various types of electronic and/or manual recording and information systems used by the Information Technology Division.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

***Application must be submitted by the closing date to the:***

Personnel Division,  
515 Watchung Avenue,  
Plainfield, NJ 07060

***The City of Plainfield is an Equal Opportunity Employer***