



**COUNTY OF HUDSON  
DEPARTMENT OF HUMAN RESOURCES  
ADMINISTRATION ANNEX  
567 PAVONIA AVENUE, 2<sup>ND</sup> FL.  
JERSEY CITY, NEW JERSEY 07306  
Phone: (201) 795-6255 \*\* Fax: (201) 369-3425**

**Craig Guy**  
County Executive

**Elinor M. Gibney**  
Director of Human Resources

**Shannon Mincey-Scott**  
Assistant Director of Human Resources

Date Posted: February 11, 2026  
Date Removed: February 18, 2026

**POSITION VACANCY**

**JOB TITLE:** COMMUNITY SERVICE WORKER BILINGUAL IN SPANISH AND ENGLISH  
**LOCATION:** OFFICE OF THE SHERIFF  
**SHIFT:** AS REQUIRED  
**UNION:** NON-UNION  
**MINIMUM SALARY:** \$60,000  
**REQUIREMENTS/DUTIES:** As per attached Civil Service Job Specification.  
Special skill: Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

**ONLY PERSONS IN THE FOLLOWING CATEGORIES ARE ELIGIBLE TO BID ON THIS POSITION:**

1. Only open to current County employees who serve in the Office of the Sheriff and meet the requirements.

**VETERANS PREFERENCE**

Pursuant to Civil Service Regulations, applicants for this position who have veterans preference are entitled to preference for this position. Applicants who have established veterans or disabled veterans preference should advise the County Division of Personnel about their preference. Applicants who feel they may be entitled to veterans or disabled veterans preference should contact the County Division of Personnel for information.

**PLEASE NOTE SHOULD YOU FAIL TO PROVIDE A RESUME BY THE CLOSING DATE OF THIS POSTING; YOU WILL NOT BE CONTACTED FOR AN INTERVIEW.**

**Please send a letter of interest and resume by 2/18/2026 to:**

Hudson County Personnel Department  
567 Pavonia Avenue, 2<sup>nd</sup> Floor  
Jersey City, NJ 07306

Please be advised that the County of Hudson reserve the right to cancel this posting after ninety (90) days from the closing date listed on the posting. If you are not contacted within 90 days from the closing date of this posting, you may assume that your name was not reached on the list or the County has chosen not to fill this vacancy for budgetary and/or managerial reasons. As always, please feel free to visit the Division of Personnel periodically to see if this or any other position has been re-posted.

**THE COUNTY OF HUDSON IS AN EQUAL OPPORTUNITY EMPLOYER**



You are reading the State of New Jersey Job Descriptions. This is not a Job Vacancy Announcement.

## **Job Specification**

### **COMMUNITY SERVICE WORKER BILINGUAL IN SPANISH AND ENGLISH**

#### **DEFINITION:**

Under supervision, performs the field and office work to promote local community resource programs designed to meet the needs of residents; provides referrals to other agencies; does other related work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE:** Appointments may be made to positions requiring bilingual skills.

**01320 - Bilingual in Spanish and English SPECIAL SKILL** Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

#### **EXAMPLES OF WORK:**

Promotes local community resource programs for residents.

Provides referrals to other agencies for additional services.

Encourages residents to become self-supporting when possible.

Provides assistance to residents within the scope of agency functions.

Identifies and obtains services for residents having extraordinary needs beyond the scope of agency functions.

Enlists the assistance of the resident's family, friends, and other social service agencies.

Explains the objectives and functions of the community service program to residents.

Prepares reports of program activities.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in community relations work involving the promotion of local community resources or field work in a social service or public assistance program.

#### **OR**

Possession of a bachelor's degree from an accredited college or university.

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

#### **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 essential duties of the position.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of the various social, economic and other problems encountered by community residents.

Knowledge of the varied types of community resources available to meet the needs of residents.

Knowledge of the techniques used to promote community resource programs.

Ability to promote community resource programs.

Ability to identify and obtain needed services beyond the scope of agency functions.

Ability to explain the objectives and functions of the community service program.

Ability to prepare reports.

Ability to work harmoniously with community residents.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:**

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01319		L		N	N/A	21		-
01320	Bilingual In Spanish And English	L		N	N/A	21		-

This job specification is for local government use only.  
 Salary range is only applicable to state government.  
 Local salaries are established by individual local jurisdictions.

9/08/2000