



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

POSTING #: 2024 - 079 - P	ISSUE DATE: May 3, 2024	CLOSING DATE: May 17, 2024
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TITLE: Clerk	OPEN TO: General Public
DIVISION: Unclaimed Property Administration	TITLE CODE 20042 RANGE: A 04
UNIT: CDS/Reports	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, 6th Floor, Trenton, NJ	SALARY RANGE: \$28,807.90- \$ 39,680.35

JOB DESCRIPTION

The New Jersey Department of Treasury, Unclaimed Property Administration is seeking a Clerk within the CDS/Reports Unit. Under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks.

EXAMPLES OF WORK:

- Open, sort, and process all incoming mail for system scanning and dissemination.
- Prepares all outgoing mail and shipments.
- Prepares, barcodes, and scans all incoming claim documentation. Uploads documentation to the UPA's imaging software.
- Answers any incoming telephone calls received through the UPA's main telephone line. This includes answering general questions related to the UPA's Claim and Report operations, transferring calls to appropriate staff, and other informational needs.
- Categorizing and prioritizing of all claim requests.
- Maintains records and files.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education & Experience: This is an entry level position and as such there are no formal education and/or experience requirements.

License: Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Starting Salary: In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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GENERAL INFORMATION

Vacancy Notice :

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 17, 2024:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 079- P- Clerk" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

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Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer