



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 099-16 **ISSUE DATE:** July 1, 2016
TITLE: CLERK TYPIST **CLOSING DATE:** August 1, 2016
LOCATION: Department of Children and Families (DCF)
State-Wide
POSITIONS: Multiple **RANGE:** A 06
DISTRIBUTION: STATE WIDE **SALARY:** \$26,841.51 - \$37,160.55

NOTE: The Department of Children and Families is seeking qualified candidates to fill Clerk Typist positions in Atlantic, Camden, Cape May, Cumberland, Gloucester, Ocean, Salem, Somerset counties and for future vacancies throughout the State.

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

DEFINITION: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

NOTE: Candidates must successfully pass a typing test of forty (40) words per minute.

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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a **cover letter indicating the county(s) where you are interested in working** and a current resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically applicants may forward a **cover letter indicating the county(s) where you are interested in working** and a current resume (including Job Posting #) to:

Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717