

Chris Christie Governor

Kim Guadagno Lt. Governor

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

JOB VACANCY POSTING					
POSTING #:	186-17	ISSUE DATE:		December 12, 2017	
TITLE:	CLERK TYPIST	CLOSING DATE:		January 12, 2018	
LOCATION:	Department of Children and Families (DCF) State-Wide				
POSITIONS:	Multiple	RANGE:	A 06		
DISTRIBUTION:	STATE WIDE	SALARY:	\$26,84 ⁻	1.51 - \$37,160.55	

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

<u>RESIDENCY</u> - 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:	Alternate Filing:		
Forward a cover letter and resume electronically to:	If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:		
JobPosting@dcf.state.nj.us	Department of Children and Families Office of Human Resources P.O. Box 717 Trenton, NJ 08625-0717		
Include the Job Posting # in the subject line of your email.			