



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Supervising Payroll Clerk [Classified Competitive]			Salary V16 \$37,452.29 - \$52,691.63
Posting Number 12-18	Position Number 052883	Number of Positions 1	Posting Period * From: 1/17/2018 To: 1/31/2018
Location: Ann Klein Forensic Center 1609 Stuyvesant Ave. West Trenton, NJ 08628			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of a supervisory officer in a department, institution or agency, of less than 500 employees, or local government, plans, directs and supervises the overall work involved with payroll or payroll/personnel functions, for the organization; or, in a department or agency of more than 1500 employees under the general supervision of a Supervisor of Personnel Records and Payroll Processing I or II, supervises the work of a major functional unit involved in payroll preparation or payroll/personnel functions; does other related duties.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE:

Three (3) years of experience in work involving payroll processing or payroll and personnel work, one year of which shall have been in a supervisory capacity.

LICENSE:

Appointee 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 duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PST.AKFC@doh.nj.gov
- Mail the required documents to:
**Anne Kenyon, Manager 2, Human Resources
Ann Klein Forensic Center
Reference Posting #12-18
New Jersey Department of Health
PO Box 7177
West Trenton, NJ 08628-7177**

Required documents:

- cover letter
- resume
- State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot).

* Responses received after the closing date MAY be considered if the position is not filled.

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**