



VACANCY ANNOUNCEMENT

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

Title Senior Clerk Typist Bilingual Spanish & English [Classified Competitive]			Salary A08 \$32,874.46 - \$45,687.76
Posting Number 57-23	Position Number 953267	Number of Positions 1	Posting Period * From: 01/17/2023 To: 01/31/2023
Location: Family Health Services WIC Program 55 North Willow Street, 4th Floor Trenton, NJ 08625-0364			Scope of Eligibility/Open to: Department of Health Employees
GENERAL DESCRIPTION			
<p>Provides telephone coverage for WIC's multiline telephone system, which receives a high volume of calls with an ethnic distribution of WIC participants in New Jersey which is over 50 percent Hispanic/Latino. The State WIC office has a large volume of incoming calls from WIC participants and WIC retail vendors who only speak Spanish. Also provides coverage for local agencies, personnel, and inter and intra agencies and program staff. Screen calls and transfers as appropriate. Retrieves routine information and handles routine inquiries for all (5) five units within the WIC Services Program. Take messages accurately and email them to the appropriate staff within 10 minutes after calls. Frequently checks and transcribes messages daily from WIC's voicemail system. Date stamp and enter all mail and faxes into mail log in excel spreadsheet and distribute to each staff member by the end of the business day. Update and maintain telephone resource guide.</p> <p>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.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EXPERIENCE: One (1) year of experience in clerical work including typing.</p> <p>NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.</p> <p>LICENCE: 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 essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTFHS@doh.nj.gov • Mail the required documents to: Juliet Taylor, Senior Management Assistant Family Health Services Reference Posting #57-23 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364 			
		<p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>	

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- *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.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*