VACANCY ANNOUNCEMENT

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

Title **Agency Services Representative 1** **[Classified Competitive]**			Salary **A08 $32,874.46 - $45,687.76**
Posting Number **93-23**	Position Number **910666; 950357; 950360**	Number of Positions **3**	Posting Period * From: **01/27/2023** To: **02/10/2023**
Location: **Office of the Chief State Medical Examiner** **Northern Regional Medical Examiner Office; 325 Norfolk Street, Newark**			Scope of Eligibility/Open to: **Applicants who Meet the Requirements**

GENERAL DESCRIPTION

The Northern Regional Medical Examiner Office is seeking candidates to administratively assist the pathologists, Investigators, and morgue staff. Duties and responsibilities would include, but not be limited to, transcribing autopsy reports, external exams, and other requested reports for postmortem cases to include preparation of case files.   In addition, this successful candidate will also perform data entry into the Case Management System (CMS) database of current status for all cases and perform death certificate amendments. Applicants should possess a strong communication and customer service skill set as this position will interact with families, law enforcement and non-law enforcement.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE: Successful completion of the six (6) month training period as an Agency Services Representative Trainee

OR

One (1) year of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

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.

IMPORTANT FILING INSTRUCTIONS

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

- Forward the required documents electronically to:
  PSTSME@doh.nj.gov
- Mail the required documents to:
  Jill Velez, Administrative Analyst 3
  Office of the State Medical Examiner
  Reference Posting #93-23
  New Jersey Department of Health
  PO Box 360
  Trenton, NJ 08625-0360

Required documents:
- cover letter
- resume
- completed application, found at:
http://www.nj.gov/health/forms/dpf-663.pdf

* 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.***

➢ *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.*