



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: June 14, 2024

Posting No.: 249-24

TITLE: Audit Account Clerk **SALARY:** \$31,285.88 - \$43,313.48

LOCATION: Adult Diagnostic and Treatment Center, Business Office – Avenel, NJ

JOB DESCRIPTION: Under the direction of a Principal Audit Account Clerk, Clerk, or supervisory officer in a state department, institution, or agency, does routine clerical work relating to the review, verification, and preparation of financial records; does related work as required.

REQUIREMENTS

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 essential duties of the position.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JULY 1, 2024.

Forward Response To: Region 2, Office of Human Resources
East Jersey State Prison
Lock Bag "R"
Rahway, NJ 07065

Emailed resumes are to be sent only to: [**DOC_OHR-Region2@doc.nj.gov**](mailto:DOC_OHR-Region2@doc.nj.gov)