

**NEW JERSEY DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Principal Clerk Typist	<b>SALARY RANGE:</b> \$40,361.77 - \$56,412.01	<b>POSTING NO.:</b> 271-24	<b>ISSUE DATE:</b> 7/12/2024 <b>CLOSING DATE:</b> 7/26/2024
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**LOCATION:** Edna Mahan Correctional Facility for Women, Classification Unit – Clinton, NJ

**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

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| <input type="checkbox"/> 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 | <input checked="" type="checkbox"/> 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 | <input type="checkbox"/> Interested individuals who meet the stated requirements |
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**JOB DESCRIPTION**

Under the general supervision of a supervisory official, performs complex typing and other related clerical work requiring knowledge and independent interpretation of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment; may take the lead over the work of a clerical unit; does related work as required.

**REQUIREMENTS**

**EXPERIENCE:** Two (2) years of experience in clerical work including typing.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of experience indicated above. Coursework must include keyboarding skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**BENEFIT(S)\***

\*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

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| <ul style="list-style-type: none"> <li>• Alternate Work Week available for some positions</li> <li>• Telework available for some positions</li> <li>• Deferred Compensation</li> <li>• Paid Time Off</li> <li>• 13 State Holidays</li> <li>• Health and Life Insurance</li> <li>• Pet Insurance available through certain plans</li> </ul> | <ul style="list-style-type: none"> <li>• Flexible and Health Savings Accounts (FSA)/(HSA)</li> <li>• Tuition Reimbursement</li> <li>• Public Student Loan Forgiveness (PSLF)</li> <li>• Up to \$250 in rewards for exercising</li> <li>• Gym membership discounts</li> <li>• Diversity &amp; Inclusion events</li> <li>• Workplace security, health and safety</li> <li>• Incarcerated Person empowerment and rehabilitation</li> </ul> |
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**APPLICATION INSTRUCTIONS**

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to:                   DOC\_OHR-Region4@doc.nj.gov

Forward Response To:   Megan Cardinale, Human Resources  
Regional Personnel Services, Region 4  
Edna Mahan Correctional Facility for Women  
30 County Road 513  
Clinton, NJ 08809

DEDICATION                   \*                   HONOR                   \*                   INTEGRITY