



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0054

ISSUE DATE: May 15, 2019

TITLE: Clerk

CLOSING DATE: May 29, 2019

DIVISION / OFFICE /UNIT: Office of Human Resources

SALARY RANGE: A04: \$25,714.05 - \$35,418.84

LOCATION: 101 South Broad Street
Trenton, New Jersey 08625

NUMBER OF POSITIONS: 1

OPEN TO: Department-Wide (Department of Community Affairs Employees ONLY)
 All Departments/Agencies (State Employees with permanent status ONLY)
 General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

In the Office of Human Resources, under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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.

- A promotable eligible exists within the unit scope.
 A promotional list exists within the unit scope.
 An open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0054
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer