New Jersey Department of Environmental Protection
Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Clerk Typist

Posting Number: WRM-2023-37

Open to: General Public

Work Week: 35 (35-hour) Work Week

Salary: (A06) $30,227.90 – $41,848.79 (Non-Negotiable)

Opening Date: 8/22/2023

Closing Date: 9/5/2023

Existing Vacancies: One (1)

Program/Location
- Department of Environmental Protection
- Water Resource Management
- Water Supply & Geoscience
- Bureau of Water System Engineering
- 401 East State Street
- Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

Specific to the Position: Supports staff who support the implementation of the Federal and State Safe Drinking Water Acts, specifically focusing on Water System Engineering duties. Under supervision, types and performs routine, repetitive clerical work of a varied nature and does other related duties as required. Maintains and prepares mailing lists and files. Addresses and mails department correspondence. Hand stamps letters, mail, and other documents; sorts and files letters and other documents. Provides information according to department regulations both in person and by telephone. Answers the telephone and takes messages accurately and professionally. Operates office machines and equipment. Will also be required to learn various types of office programs and software necessary to perform duties.

Requirements

License: 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 essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".
**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Veteran's Preference:** To qualify for New Jersey Veteran’s Preference/status, you must establish Veteran’s Preference through the Department of Military and Veterans’ Affairs. Please submit proof of your Veteran’s Preference along with your resume as indicated below. For more information, please visit [https://www.nj.gov/military/veterans/services/civil-service-preference/](https://www.nj.gov/military/veterans/services/civil-service-preference/)

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**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement** by 4:00 p.m. on the closing date to:

- Talent Acquisition Team
- Division of Human Resources
- E-mail Address: DEP-HR-WRM.Resumes@dep.nj.gov
- Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
- Please tell us how you heard about this position

**SAME applicants:** If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit [https://nj.gov/csc/same/overview/index.shtml](https://nj.gov/csc/same/overview/index.shtml), email SAME@csc.nj.gov, or call CSC at (833) 691-0404.

**Posting Authorized By:**

- Phiroza Stoneback, Manager
- Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.