NOTICE OF VACANCY

STATE-WIDE

POSTING NO.: BIA-2022-096
OPENING DATE: June 21, 2022

TITLE: Senior Clerk Typist
CLOSING DATE: July 21, 2022

DIVISION: Banking
SALARY: $32,229.86- $44,791.97

UNIT: Depositories
RANGE: A08

LOCATION: Trenton, NJ
OPEN TO: Current state employees with permanent status in the competitive division who meet the open competitive requirements, subject to current promotional and hiring restrictions.

DEFINITION
Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required.

REQUIREMENTS

EDUCATION: One (1) year of experience in clerical work including typing.

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

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.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a letter of interest, resume and three (3) professional references of your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references’ names, job titles and current contact information, including email addresses. All documents should be submitted in PDF format by July 21, 2022 to: Human.Resources@dobi.nj.gov. Please include posting # BIA-2022-096 in the subject line of the email.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: http://www.state.nj.us/csc/seekers/about(steps/step2.html