



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
ADMINISTRATION
PO Box 325
TRENTON, NJ 08625-0325

PHILIP D. MURPHY
Governor

JUSTIN ZIMMERMAN
Commissioner

TAHESHA L. WAY
Lt. Governor

TEL (609) 292-7272
FAX (609) 599-6803

ILA BHATNAGAR
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2025-BIA-013	OPENING DATE	July 1, 2025	CLOSING DATE	July 15, 2025
TITLE & TITLE CODE IF APPLICABLE	Title: Clerk Typist Title Code: 23232				
UNIT & LOCATION	Office of Public Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	A09 \$36,741.05 - \$ 51,126.92		
		STARTING SALARY	\$36,741.05		
OPEN TO	General Public				
TITLE DESCRIPTION	<p>Serve as the first point of entry to the Department's fifth floor. Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.</p> <p>Responsibilities will include: Greeting all visitors to the fifth floor, ensuring visitors sign in and alerting staff their visitor has arrived, as appropriate. Answering and directing phone calls and emails according to department regulations from the industry, the public and media; sorting and distributing incoming mail; filing and organizing; composes and types simple correspondence. Prepares, maintains, and keeps essential records and files; assists in locating, researching and compiling data for reports, such as daily news clips. Support tracking of tasks/paperwork; scanning/printing of documents. Operates office machines and equipment and will be required to learn to utilize various types of electronic information systems used by the department; schedules meetings such as TEAMS meetings; assists with handling and approving timesheets, ensure the Public Affairs office is organized; checks copier and refills paper daily; assess and order supplies and maintains the Public Affairs director's and Public Affairs staff calendars.</p>				

Visit us on the Web at dobi.nj.gov

New Jersey is an Equal Opportunity Employer • Printed on Recycled Paper and Recyclable

EDUCATIONAL REQUIREMENTS	Not Applicable
EXPERIENCE REQUIREMENTS	Not Applicable
LICENSE REQUIREMENTS	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	<p>The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>
GENERAL INFORMATION	<p><u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance.</p> <p><u>Telework:</u> This position is not eligible to participate in the Department's pilot Telework Program. This position may be eligible for the Alternate Workweek Program. For questions regarding the Alternate Workweek Program eligibility, please ask during the interview process if selected for an interview.</p> <p><u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.</p> <p><u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".</p>
APPLICATION INSTRUCTIONS	

Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at human.resources@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.