



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Clerk Stenographer A [Classified Non-Competitive]</b>			Salary <b>A07 \$29,701.17 - \$41,195.61</b>
Posting Number <b>298-20</b>	Position Number <b>950356</b>	Number of Positions <b>1</b>	Posting Period * From: <b>09/28/2020</b> To: <b>10/12/2020</b>
Location: <b>Northern Regional Medical Examiner Office 325 Norfolk Street, Newark, NJ</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>

## GENERAL DESCRIPTION

This position will require the selected candidate to provide secretarial support to the physician staff through the transcription of autopsy reports and related case material. To maintain complete files and preserve the integrity of those files; upon request provide copies to authorized individuals; enter information into the database, and provide statistical computation; coordinate pretrial and court testimony; make appointments and perform other clerical duties as needed. Provide secretarial support to the physician staff through the transcription of autopsy reports/view reports and other related case material to include editing, amending and updating reports following administrative code guidelines; type general correspondence; and maintain files. Transcribe from dictation, autopsy reports/view reports including microscopic reports, final reports, and all other case material. A minimum of three (3) to four (4) autopsies per day are to be transcribed and submitted for review free of visible grammatical or typographical error; edited autopsies are to be submitted for signature within one day of receipt free of visible typographical errors. Reports are to be proofread checking names, case numbers, gender, race, height, weight and age with the RIME and hand written notes to ensure correctness. Finalize pending cases and type amendment forms and make appropriate updated entries in CMS database. Prepare final reports according to standard operating procedures; type amendment forms; update entries in the database within one (1) day of receipt, and return to physician for signature, without visible typographical or grammatical errors. Prepare folder with labels and color coded stickers, and file within two (2) days of receipt from physicians. Provide uninterrupted coverage of phones. All phones are to be answered by the third ring and transferred accordingly or message taken with detailed information and delivered. Performs other related clerical duties (filing, scanning, copying, purging, etc.) as assigned. Assignments are received and carried out in an amendable manner. Provide assistance with data tracking. Make necessary entries in the database to track cases, update information as needed and obtain statistics. Provide coverage in other areas (body release, file room, front desk, dispatch, etc.) when requested. Assignments accepted and carried out in an amenable manner. Handle individual specific projects. Ensure individual projects are successfully carried out in a timely fashion from start to finish. Performs other related duties as assigned.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**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 the essential duties of the position.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

**PSTSME@doh.nj.gov**

- Mail the required documents to:

**Jill Velez, Administrative Analyst 3  
Office of the State Medical Examiner  
Reference Posting #298-20  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

*\* Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*

PER-53

AUGUST 20