



VACANCY ANNOUNCEMENT

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

Title Clerk Typist [Classified Non-Competitive]			Salary A06 \$28,484.43 - \$39,435.09
Posting Number 300-20	Position Number 950363	Number of Positions 1	Posting Period * From: 09/28/2020 To: 10/12/2020
Location: Northern Regional Medical Examiner Office 325 Norfolk Street, Newark, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

To provide secretarial support to the physician staff through the reception area. Maintain integrity of the external examination case folders. Enter information into database. Receive and route visitors and calls. Receive and distribute mail. Prepare envelopes and mail as directed. Label, coordinate and file external examination folders Assist in purging files for microfilming. Perform other related duties as needed.

Answer phones and make out-going calls as requested. All in-coming calls are to be logged in according to pre-existing office policy; transferred or message taken and delivered within 15 minutes of receipt. All calls canceling or rescheduling appointments are to be transferred directly to the person or their designated representative. All out-going calls made through the front desk are to be logged in according to pre-existing office policy without exception.

Prepare envelopes, post mail, receive and distribute mail; maintain postal meter. Postal meter is to be set for the next business day every day following mail pickup. Envelopes are to be prepared upon request, sealed, stamped and put in the mail box when received. Mail delivered is to be separated, stamped in, and distributed to the appropriate party within one hour of receipt; certified letters are to be given directly to the individual or designated representative upon receipt. Performs other related duties as assigned. Provide coverage in other areas (body release, file room, front desk, dispatch, etc.). 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. Ensure individual projects are successfully carried out in a timely fashion from start to finish.

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 #300-20
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.*

-
- *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