



VACANCY ANNOUNCEMENT

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

Title Clerk Stenographer A [Classified Non-Competitive]			Salary A07 \$29,701.17 - \$41,195.61
Posting Number 321-20	Position Number 957646 and 950362	Number of Positions 2	Posting Period * From: 10/06/2020 To: 10/20/2020
Location: Southern Regional Medical Examiner Office 1175 Dehirsch Avenue, Woodbine, NJ			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Perform transcription of autopsy reports and assist Medicolegal Death Investigators (MLDI), pathologists and morgue staff administratively. Be point of contact with Woodbine Developmental Center maintenance and other personnel. Prepare case files. Transcribe or format and edit draft and final reports of examination, and make these available with medical and investigative records, laboratory reports, and histology slides to part time pathologists for review and signature. Perform data entry in CMS database of current status for all cases under Records and Document Tracking. Submit accurate weekly status/update report by pathologist for all open cases. Prepare Death Certificate amendments from handwritten forms prepared by pathologists. Route amendments to pathologists for signature and send signed forms to NJ State Vital Records. Address inquiries about and corrections to death certificates from funeral homes, MLDI, families, registrar offices, NJ State ME office, and others, conferring with pathologists and MLDI as needed. Prepare and send case records and other correspondence to the Chief State Medical Examiner office in Trenton. Address requests for copies of reports from family, law firms, etc. Address subpoenas sent to the office following protocol set by legal department.

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 #321-20
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