



State of New Jersey

# NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

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

Title <b>Data Entry Operator 1 [Classified Non-Competitive]</b>			Salary <b>A07 \$32,622.28 - \$45,247.39</b>
Posting Number <b>197-24</b>	Position Number <b>946414</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 3/8/2024 To: 3/22/2024</b>
Location: <b>Public Health and Environmental Laboratories - Newborn Screening 3 Schwarzkopf Dr Ewing NJ 08628</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The selected individual will operate a keyboard and a bar code reader to enter Newborn Screening demographic data from forms (IEM-1) into the Laboratory Information Management System (LIMS) SpecimenGate. Upon completion of initial demographic entry, the selected individual will verify the accuracy and completeness of demographic fields previously entered by re-keying the data using a keyboard through utilizing the data verification software portion of the Laboratory Information Management System (LIMS) SpecimenGate. All work completed is logged and tracked through the Laboratory Information Management System (LIMS) SpecimenGate.</p> <p>The selected individual will assist the Newborn Screening clerical office with packaging envelopes and faxing out requested laboratory reports and updating demographic information as requested by submitting hospitals and physicians, as well as assist with organizing the storage of boxed specimens and results and sending them out to secondary storage</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>SPECIAL NOTE:</b></p> <p>Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.</p> <p><b>LICENSE:</b></p> <p>Appointees will be required to possess a driver's license valid in New Jersey only if the operation of vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTLABS@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Tora Nance, Administrative Assistant 2 Public Health and Environmental Laboratories Reference Posting #197-24 New Jersey Department of Health PO Box 361 Trenton, NJ 08625-0361</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			



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## IMPORTANT NOTES

**State as a Model Employer  
of People with Disabilities  
(SAME) Applicants:**

If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**PHEL Candidates:**

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.

**Direct Client Care:**

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.

**New Jersey  
First Act:**

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.

**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.

**Authorization to Work:**

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

**The New Jersey Department of Health is an Equal Opportunity Employer.**