



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

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

Title Senior Clerk [Classified Competitive]			Salary A08 \$34,025.07- \$47,286.84
Posting Number 288-24	Position Number 036782	Number of Positions 1	Posting Period * From: 4/25/2024 To: 5/9/2024
Location: Ann Klein Forensic Center 1609 Stuvesant Ave West Trenton, NJ 08628-7177			Scope of Eligibility/Open to: Ann Klein Forensic Center Employees

GENERAL DESCRIPTION

This position will support Human Resources Operations. Communicate and follow up with candidates to schedule appointments for backgrounds, medical/drug test appointments; collect, review and distribute resumes obtained from AKFC resume account; schedule interviews; create, update and maintain personnel files/records; update HR forms and create orientation packets and assist with review of new hire paperwork. Review, review and log license, certification, transcripts, degree information.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EXPERIENCE: One (1) year of experience in general clerical work.

LICENSE: 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 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:
PST.AKFC@doh.nj.gov
- Mail the required documents to:
**Cheryl V. Manson, Manager 2, Human Resources
Ann Klein Forensic Center
Reference Posting #288-24
New Jersey Department of Health
PO BOX 7717
West Trenton, NJ 08628-7717**

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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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 , 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.