



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:

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| Title Principal Clerk Typist [Classified Competitive] | | | Salary A12 \$41,774.43 - \$58,386.40 |
| Posting Number 475-24 | Position Number 1 | Number of Positions 654447 | Posting Period * From: 07/12/2024 To: 07/26/2024 |
| Location: Division of Epidemiology, Environmental and Occupational Health Communicable Disease Service 135 E. State Street, 2nd Floor Trenton, NJ 08625 | | | Scope of Eligibility/Open to: Department of Health Employees |
| GENERAL DESCRIPTION | | | |
| Under the direction of a supervisory official within the Communicable Disease Service, this position will be responsible for answering telephones, responding to basic questions pertaining to reportable communicable diseases, infectious and zoonotic disease outbreaks and/or forward calls to the appropriate individuals. Oversees the triage team in a variety of clerical duties that include but are not limited to; review and certify various reports and program applications for accuracy and implement new triage protocols. Processes request for information in accordance with department policies. Types correspondences and prepares schedules. | | | |
| REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES) | | | |
| EXPERIENCE: Two (2) years of experience in clerical work including typing. NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of experience indicated above. Coursework must include keyboarding skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English. | | | |
| 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 the essential duties of the position. | | | |
| IMPORTANT FILING INSTRUCTIONS | | | |
| If interested in this position, you can reply in one of two ways: | | | |
| <ul style="list-style-type: none"> Forward the required documents electronically to: <i>PSTEEOH@doh.nj.gov</i> Mail the required documents to: David Sellinger, Regulatory Officer 2 Epid., Environmental and Occupational Health | | Required documents: <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf | |



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Reference Posting #475-24
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369

** 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.