



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

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|---|---|--------------|---------------------------|---------------|-----------|
| JOB POSTING #: | 032-26 | ISSUE DATE: | 2/4/2026 | CLOSING DATE: | 2/18/2026 |
| TITLE: | Housekeeper 2 (1 Full Time Position) | | | | |
| LOCATION: | Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064 | RANGE: | R10 | | |
| | | SALARY: | \$39,681.36 - \$57,030.76 | | |
| | | UNIT SCOPE: | K470 | | |
| | | SERV. CLASS: | Competitive | | |
| OPEN TO: | Current State Employees with underlying permanent status in a competitive title, or Civil Service Commission approved non-competitive title, who meet the stated requirements below. | | | | |
| DESCRIPTION | | | | | |
| DEFINITION: | Under direction of a supervisory official in an institution or school, performs housekeeping work involved in care, cleaning, and maintenance of offices, living quarters, school areas, wards, and cottages; does related work as required. Work Location: Housekeeping Shift: 7:00am-3:30pm Regular Days Off: Tuesday/Wednesday *Flexible scheduling may be required. | | | | |
| REQUIREMENTS | | | | | |
| EXPERIENCE: | Three (3) years of experience in institutional or industrial housekeeping 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 the essential duties of the position. | | | | |
| IMPORTANT NOTICES | | | | | |
| FOREIGN DEGREES: | Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. | | | | |
| RESIDENCY: | In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. | | | | |
| DRUG SCREENING: | If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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. You will be advised if the position for which you're being considered requires drug testing and how its administered. | | | | |
| CIVIL SERVICE LISTS: | Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A. | | | | |
| EMPLOYEE BENEFITS: | In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines. | | | | |
| FILING INSTRUCTIONS | | | | | |
| Forward a cover letter, resume, and transcript (if applicable) electronically to: DDD-NLDC.Resumes@dhs.nj.gov You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-25, Smith) | | | | | |

New Jersey Department of Human Services is an Equal Opportunity Employer