



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Tahesha L. Way**  
Lt. Governor  
**Sarah Adelman**  
Commissioner

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

<b>JOB POSTING #:</b>	087-25	<b>ISSUE DATE:</b>	4/11/2025	<b>CLOSING DATE:</b>	5/11/2025
<b>TITLE:</b>	Clerk Typist				
<b>LOCATION:</b>	Woodbine Developmental Center 1175 DeHirsch Avenue Woodbine, NJ 08270	<b>RANGE:</b>	A 09		
		<b>SALARY:</b>	\$36,741.05 - \$51,126.92		
		<b>UNIT SCOPE:</b>	K490		
		<b>SERV. CLASS:</b>	Non-Competitive		
<b>OPEN TO:</b>	General Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.				
<b>SPECIAL NOTE:</b>	*Prior applicants need not apply. *This position is on-site and not eligible for remote work.				
<b>REQUIREMENTS</b>					
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<b>SPECIAL NOTE:</b>					
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.				
<b>RESIDENCY:</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>DRUG SCREENING:</b>	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>NOTE(S):</b>	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.				
<b>SAME PROGRAM APPLICANTS:</b>	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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144, option 3				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter, resume and completed application, found at: <a href="#">dpf-663.pdf</a> electronically to: <a href="mailto:Ddd-wdbn.Resumes@dhs.nj.gov">Ddd-wdbn.Resumes@dhs.nj.gov</a> <b>You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)</b>					

New Jersey Department of Human Services is an Equal Opportunity Employer