

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:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not preduties listed in this job specification. Conversely, all duties performed on the job may not be listed. REQUIREMENTS This is an entry level position. As such, there is no formal education required. This is an entry level position. As such, there is no experience required. Appointee may be required to demonstrate proficiency in keyboarding, typing, and/or document scanning. 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. BEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable 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 (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate yor residence to NJ. If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening cost of any pre-employment testing vigil be at your expense. Candidates with a positive drug test result, or those who refus tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're considered requires drug testing and how its administered. CEIVIL SERVICE LISTS: Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees to will be made available throughout the interview process. If you are applying under the NJ State as a Model Employer "SAME" program", voir before promotions are in appointments will be made available throughout the interview process. If you are applying under the NJ State as a	JOB POSTING #:	182-25	ISSUE DATE:	7/2/2025	CLOSING DATE:	7/18/2025		
LOCATION: Green Brook, Regional Center 276 Greenbrook Rd. Green brook, NJ 08812 WINT SCOPE(S): K452 SERV. CLASS: Non-Competitive DESCRIPTION DESCRIPTION: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related required. NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not preduited in this job specification. Conversely, all duties performed on the job may not be listed. **REVIEW India and the position of the position of the job may not be listed. **REVIEW India and the position of the job may not be listed. **REVIEW India and the position of the job may not be listed. **REVIEW India and the job may not be listed. **REVIEW India and provided in this job specification. Conversely, all duties performed on the job may not be listed. **REVIEW India and provided in this job specification. As such, there is no experience required. **REVIEW India and provided in the job specification. As such, there is no experience required. **Appointee may be required to demonstrate proficiency in keyboarding, typing, and/or document scanning. **IMPORTANT NOTICES** **POREIGN 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 service at your expense. The evaluation must be included with your submission. Failure to submit the required service in a management in an ineligibility determination. **RESIDENCY:** In you are a candidate for a position with DIFS, 25:14-77 (NP IT '70), the Two was present the position of position and pos	TITLE:	Clerk Typist						
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Forward a cover letter, resume, and transcript (if applicable) electronically to: <u>DDD-GRC.RESUME@dhs.nj.gov</u>	FILING INSTRUCTIONS							
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You must include the Job <u>Posting #,</u> and <u>Last Name</u> in the subject line of your email. Example: (123-25, Smith)	Y	ou must include the Job <u>Posting #</u> , and <u>Last Name</u> in	n the subject line of y	our email. Exam	ple: (123-25, Smit	<mark>h)</mark>		