

## **State of New Jersey**

## **Department of Human Services**

Philip Murphy Governor Sheila Y. Oliver Lt. Governor Carole Johnson Commissioner

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

JOB POSTING	NUMBER	306-20				
TITLE		Payroll Clerk or Senior Payroll Clerk (1 Full time position)	ISSUE DATE	1/16/2020	CLOSING DATE	1/31/2020
		New Lisbon Developmental Center	RANGE	W07 or W09		
LOCATION		104 Route 72 E. PO Box 130 New Lisbon, NJ 08064	SALARY	W07: \$29,701.17 to \$41,195.61 or W09: \$32,319.92 to \$44,974.82		
			OPEN TO	Current State employees		
	*Applica	ints must be current State employees*				
	involved	Clerk: Under direct supervision of a Supervising in and relating to the review, verification, and presequired.				
	or					
DEFINITION	Senior Payroll Clerk: Under general supervision of a Supervising Payroll Clerk or other supervisor, performs the more difficult and complex clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records, and/or takes the lead in a small clerical payroll unit; does related work as required.					
	Shift: Monday through Friday 8:30am to 4:00pm Regular Days Off: Saturday and Sunday					
	<b>NOTE:</b> The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.					
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