



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

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

JOB POSTING NUMBER	462-21	ISSUE DATE	2-23-2021	CLOSING DATE	3-9-2021
TITLE	Data Entry Operator 3	RANGE	A14		
LOCATION	Division of Family Development Office of Special Projects 6 Quakerbridge Plaza Hamilton, NJ 08619	SALARY	\$40,079.44 – \$56,215.45		
		OPEN TO	Current State employees		
DEFINITION	<p>Under general supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from varied source documents into a prescribed computer system for storage, processing or data management purposes; performs a variety of complicated data entering and verification assignments and projects; takes the lead over a group of operators, consisting of entry level operators and support personnel; does other related duties as required.</p> <p>DISTINGUISHING CLASSIFICATION FACTORS</p> <p>The primary function of this title is data entry and those tasks directly related to data entry. Incumbents spend a majority of their work time entering, editing, updating and verifying data utilizing prescribed data entry equipment and software.</p> <p>Incumbents at this level function in a lead worker capacity consisting of entry level operators and support personnel. They may train lower level operators, answer questions and prepare work schedules. Incumbents must be intimately familiar with the unit's data entry programs and equipment capabilities.</p> <p>Positions at this level have a greater responsibility for identifying the source of errors, recognizing a variety of error conditions or patterns and making recommendations for methods to reduce them. They typically spend less time performing data entry or optical scanning and more time performing data verification and other related tasks such as coordinating assignments, completing work forms and preparing error and other reports.</p> <p>Work is performed under general supervision. Incumbents are required to frequently exercise independent judgment.</p>				
REQUIREMENTS					
EDUCATION					
EXPERIENCE	Two (2) years of experience in the operation of an electronic data entry input device and/or alphanumeric keyboard to transcribe data into data processing equipment or computer.				
NOTE	For positions where speed and volume are a factor, appointees will be required to demonstrate proficiency in keyboarding, typing and/or document scanning.				
NOTE FOR FOREIGN DEGREES	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.				
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 NOTICE					
RESIDENCY	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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: dfdhresumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer