



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

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JEMAL J. BEALE
Brigadier General
The Adjutant General

STATE EMPLOYEE PROMOTIONAL ANNOUNCEMENT POSTING #P3-19

OPENING DATE: 11 June 2019 **CLOSING DATE:** 25 June 2019
(Applications must be received or post-marked by the closing date)

POSITION: Senior Clerk Typist, A08
STARTING SALARY: \$30,370.91 - \$34,316.78

NUMBER OF VACANCIES: 1

LOCATION: NJ Department of Military and Veterans Affairs
BG William C. Doyle Veterans Memorial Cemetery

AREA OF CONSIDERATION: Application will be accepted from all interested currently employed by the New Jersey Department of Military and Veterans Affairs. Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

JOB DESCRIPTION: Does typing of various nature. Must be able to use a computer and various types of office software, digital imaging software, Wide Area and Local Area Network based programs in order to prepare, process and develop burial records and pre-registration files. Researches military records, forms and/or documents and provides information to requestor. Use internet for work related research. Provides courteous, accurate, and timely responses to requests for information regarding policy and procedures.

EXPERIENCE: One (1) year of experience in clerical work including typing.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

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.

RESIDENCY: Pursuant to the “New Jersey First Act” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

APPLICATION PROCESS: Complete an Application for Employment, cover letter, resume and any required documents (licenses, certifications and/or transcripts) and forward electronically by the closing date to CareersCentral@dmava.nj.gov. If unable to file electronically, FAX correspondence to (609) 530-7192 or mail to: NJDMAVA (ATTN: HRD Recruitment), PO Box 340, Trenton, NJ 08625-0340. Application can be obtained from our website at <http://www.nj.gov/military/personnel/forms/employment-application.pdf>

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.