



## 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** **VACANCY ANNOUNCEMENT POSTING #V41-19**

**OPENING DATE:** June 14, 2019    **CLOSING DATE:** June 28, 2019  
(Applications **must** be received or post-marked by the closing date)

**POSITION:** Clerk Typist, Temp. Employment Service (TES-Hourly Position)  
\$14.15/ hour

**LOCATION:** NJ Department of Military and Veterans Affairs  
Division of Veterans Services- Veterans Haven North, Glen Gardner, NJ

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**JOB DESCRIPTION:** This position is an integral part of a team that serves the residents of a transitional housing program for homeless veterans. Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required. Will be required to learn to utilize various types of electronic information systems used by the facility. Does other related duties as required.

**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](mailto: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.**