



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 133 - S	ISSUE DATE: September 16, 2024	CLOSING DATE: September 30, 2024
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TITLE: Senior Clerk Typist	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Rate Counsel	TITLE CODE: 23233 RANGE: A09
UNIT: Rate Counsel	WORKWEEK: 35 Hours
LOCATION: 140 East Front Street, 4th Floor, Trenton, NJ	SALARY RANGE: \$36,741.05 - \$51,126.92

POSITION DESCRIPTION

The New Jersey Division of Rate Counsel is seeking a Clerk Typist. Under supervision, the selected candidate will manage the Division’s main line, by promptly responding to queries, noting messages accurately and transferring calls in and out for internal staff. Perform routine, repetitive, clerical work of a varied nature and other related duties as required.

Duties may include but are not limited to:

- Providing clerical support to office staff, paralegals and attorneys.
- Composing and typing letters, memorandums, labels, forms and other legal documents. Ensure that the documents are reviewed thoroughly before submission for approval.
- Receives and processes all incoming and outgoing mail on a daily basis. Ensure incoming mails are date-stamped and distributed in a timely manner. Assist in mailing out legal case documents. Ensure filing, duplication and distribution of appropriate information.
- Compile benefit time usage from the internal sign-in sheet and update designated supervisors.
- Prepares and maintains essential files and records for the division.
- Greets visitors and responds to queries and provide general information, according to the division’s policies and procedures, in person, via email or by telephone.
- Assists staff in locating and compiling data for reports.
- Operates office machines and equipment, including manual and/or electric machinery and other information systems used by the office.

The standard workweek is Monday through Friday. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc.) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on September 30, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree or certificate of relevant training program

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024-133-S Senior Clerk Typist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer