



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

January 23, 2020 NOTICE OF JOB VACANCY #20-13

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Data Entry Operator 1

SALARY: \$29,701.17 to \$41,195.61

LOCATION: Division of Alcoholic Beverage Control
140 East Front Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Four (4)

DUTIES: Under close supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from a standard source document into a prescribed computer system for storage, processing or data management purposes; compares entered data to source document to ensure the accuracy of input and reenters or edits inaccurate data where necessary; does other related duties as required.

REQUIREMENTS

SPECIAL NOTE: Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-13 and current resume on or before the closing date of February 6, 2020 to:

Recruitment Coordinator
LPS.Humanresources@lps.state.nj.us

-OR-

Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

The "New Jersey First Act," [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

