



## 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  
*Chief Administrative Officer*

**October 5, 2020**  
**NOTICE OF JOB VACANCY**  
**#20-233**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

**TITLE:** Clerk Transcriber **OR** Clerk Transcriber - Bilingual in Spanish and English

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

**LOCATION:** Office of Public Integrity & Accountability  
240 Cedar Knolls Road  
Cedar Knolls, NJ 07927

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision, types copy from Ediphone, Dictaphone, Soundsciber, Gray Audiograph or other recording equipment. Greets and alerts the appropriate staff of visitors; answers incoming calls and directs to the appropriate party; takes detailed messages and gives them to the appropriate party. Receives and sorts incoming mail and packages; responsible for general office tasks, including copying, filing, and faxing various documents as requested by the legal or investigative staff. Performs other related duties.

**BILINGUAL TITLE:** Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

### **REQUIREMENTS**

**LICENSE:** Appointee 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.

**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 announcement #20-233 with bilingual abilities and a current resume on or before the closing date of October 19, 2020 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

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.

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.

