



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 021 - P	ISSUE DATE: February 26, 2026	CLOSING DATE: March 12, 2026
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TITLE: Clerk Driver	OPEN TO: General Public
DIVISION: Administration	LOCATION: 50 West State Street, Trenton, NJ
TITLE CODE: 20142	RANGE: A 09
WORKWEEK: 35 Hours	SALARY RANGE: \$38,026.99 - \$54,570.69

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration is seeking a Clerk Driver. Under the supervisor of a supervisory official, the appointee will perform routine driving and clerical duties of a varied nature. Responsibilities and duties may include but are not limited to the following:

Driving Responsibilities

- While operating a passenger vehicle, assists various units within administration with mail distribution and retrieval.
- In consultation with supervisory personnel and with knowledge of the Department's operations and day-to-day priorities, plans courier schedule to ensure most efficient routing.
- On a periodic basis, transports boxes of paper records to and from the Division of Archives and Records Management (DARM) and completes required sign-in and sign-out forms.
- Ensures vehicle upkeep and maintenance of both the Division of Administration vehicle and Executive vehicle. Drives vehicles to assigned fueling station or car wash, ensuring vehicles are always ready. Fuels vehicles. Coordinates with Central Motor Pool to ensure assigned vehicles receive necessary maintenance and repairs.
- On occasion, may be called upon to operate executive vehicle, transporting the State Treasurer and other senior executives to requested destinations. Maintains strict confidentiality and time management when performing this assignment.

Clerical Responsibilities

- Receives, inventories, stores, and retrieves various types of supplies, office equipment, and IT equipment for use in the Division of Administration and the Treasurer's Office.
- Ensures the Human Resources storeroom is stocked, organized, secured, and that supplies are only distributed in an authorized manner. Reports unauthorized access or missing items to appropriate supervisory personnel.
- On a daily and weekly basis, picks up paper checks and employee notifications at OMB, sorts them according to standard procedures, and delivers high-priority checks to required destinations in a timely manner.
- Assists the Supervisor of Records Management with boxing, loading, unloading, and storing records. Additionally, may operate a high-volume scanner. May perform basic clerical work such as alphabetizing paper records, performing electronic lookups of digital records, or printing batches of digital records as assigned.
- Assist in upkeep of high-volume multifunction devices (scan/copy/fax) by troubleshoots problems such as paper jams and poor-quality images. Installs, inventories, and orders toner cartridges, fusers, paper, and other necessary supplies. Coordinates with MFD vendor, DORES, or administrative assistant for repairs when in-house troubleshooting is exhausted.
- Support the NJECC and on an occasional basis, may be called upon to participate in special projects as assigned, in support of various units within Administration.
- May fill in for the front desk receptionist on occasion.



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POSITION REQUIREMENTS

Education & Experience:

No formal education or experience required.

License:

Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

Note:

The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT NOTES

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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GENERAL INFORMATION

Vacancy Notice:

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

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 March 12, 2026:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-021-P- Clerk Driver" 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