NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 135 - P	November 18, 2026	December 3, 2026

TITLE: Clerk	**OPEN TO:** General Public
DIVISION: Risk Management	**TITLE CODE:** 20042 **RANGE:** A09
UNIT: Multiple	**WORKWEEK:** 35 Hours
LOCATION: 20 West State Street, Trenton, NJ	**SALARY RANGE:** $42,782.49 - $56,480.73

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Risk Management is seeking to fill multiple Clerk positions. Under immediate supervision, the incumbents will be responsible for the listed duties in the following units:

Tort Unit:

- Follow claim management procedures aligned with the Division's established standard operating procedures (SOP). Engage in telephone and email communications with state agencies, departments, insurance carriers and their representatives, individual claimants, members of the public, and legal professionals to facilitate the accurate completion of claim intake documentation.
- Allocating digital intake claims to investigators based on their corresponding unit classification.
- Manage incoming telephone and email communications from claimants seeking updates on their claim status, and direct these inquiries to the appropriate assigned investigator for detailed clarification regarding claim notice status.
- Look-up and forward all notice of claims requested by the Division of Law staff.
- Review and classify all incoming correspondence pertaining to claims, legal litigation documents, and served papers, then distribute them to the relevant Tort unit personnel and/or the Division of Law Docket Clerks, Paralegals, and Deputy Attorney Generals.
- Review and process settlement payment vouchers for the settlement of all claims, Tort, Auto Liability, Subrogation, Resource Family Parent Liability claims. Performs other related duties as needed.

Worker's Compensation Unit:

- Look up assigned court list utilizing the Division of Risk Management's RMIS database system and note corresponding file number and assigned investigator. Pull all litigated files on court list and complete list two weeks prior to assigned court date distributing files to assigned Deputy Attorney General (DAG).
- Return files to the filing system as they are returned to the file unit by the DAG's following a court date. Check files in as they are returned. Return files to the filing system as they are returned to the file unit by their assigned Claims Investigator (Cl). File important documents/medicals in appropriate files as placed in the mailboxes of assigned CI.

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NOTICE OF VACANCY

JOB DESCRIPTION CONTINUED

- Scan Independent Medical Examination (IME) reports for assigned investigators and upload to Claim Tracking System (CTS). Document IME conclusion in RMIS.
- Open and date stamp incoming mail, check in the system and deliver to the appropriate staff.
- Answer the telephone and take messages accurately. Performs other related duties when needed.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program **or** Alternate Workweek Program (AWP). The telework program allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The AWP offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at https://www.nj.gov/treasury/pensions/. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience: This position is entry level. Formal education or experience is not required.

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.

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.

NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

GENERAL INFORMATION CONTIUNED

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 December 3, 2026:

- Cover letter/Letter of interest
- Resume
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- 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.

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2026- 135 – P Clerk" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer