NEW JERSEY DEPARTMENT OF THE TREASURY
NOTICE OF VACANCY

POSTING #:	ISSUE DATE:	CLOSING DATE:
2026 - 139 - P	November 24, 2026	December 9, 2026

TITLE: Postal Clerk	**OPEN TO:** General Public
DIVISION: Administration	**TITLE CODE:** 20422 **RANGE:** A09
UNIT: Capitol Post Office	**WORKWEEK:** 40 hours
LOCATION: 930 Lower Ferry Road, Trenton, NJ	**SALARY RANGE:** $41,070.21 - $56,480.73

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Capitol Post Office is seeking a Postal Clerk. Under the direction of a Senior or Principal Postal Clerk or other supervisory official, the Postal Clerk will perform routine work involved in collecting, sorting, distributing, recording, and stamping incoming and outgoing letters and packages; does related work as required. Examples of work include, but are not limited to:

- Operates and performs routine maintenance on varied machines such as inserting and sealing machines, (electronic remote) meter machines, (perforated machines), automated presort machines or other presort operations, remote accounting system electronic scales, and performs the clerical duties subsidiary to their use.
- Collects letters to be mailed, wraps, weighs, and stamps outgoing packages to assure proper postage and handling.
- Records registered, insured, and valuable letters and packages and express mail as required by federal regulation.
- Weighs and stamps outgoing letters to assure proper postage rates.
- Takes letters and packages to the Trenton Post Office to be registered and/or insured; obtains and files the necessary receipts as required by federal regulation.
- Helps unload the mail truck and as required, drives the mail truck to assure continuity of service.
- May occasionally be required to drive a single axle truck of a gross vehicle weight not to exceed 25,999 pounds.
- Sorts interdepartmental mail through use of call numbers and/or zip codes for distribution purposes.
- Maintains simple inventory records and stocks supplies of various types of envelopes and cards and other materials used by the unit; notifies a superior official of the need for further ordering.
- Maintains records of work completed, materials used, and time spent to justify services and ensure economy of mail service.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's Alternate Workweek Program (AWP), which 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.

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POSITION REQUIREMENTS

Education & Experience: This is an entry level position and as such there are no formal education and/or experience 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.

IMPORTANT NOTES

Starting Salary: In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 2 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 December 9, 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- 139 - P Postal Clerk" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Sandi DeLuca

Sandi DeLuca, Acting Human Resources Officer