



# State of New Jersey

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

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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

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*Chief Administrative Officer*

## April 23, 2025 NOTICE OF JOB VACANCY #25-126

Temporary employment services opportunities currently exist within the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Clerk Driver)

**SALARY:** \$20.11 to \$27.98 per hour

**LOCATIONS:** [Division of Administration](#)  
Facilities/Support Services Section  
Trenton

**AND**

[Division of Administration](#)  
Facilities/Support Services Section  
Newark, NJ

*One (1) Vacancy*

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***Travel between office locations within region of assignment required for work responsibilities.***

**NUMBER OF POSITIONS AVAILABLE:** Two (2) –location preference required.

**DUTIES:** Under supervision of a supervisory official in a state department, institution, or agency, performs routine clerical duties of a varied nature, drives a light truck or other motor vehicle, and delivers and picks up messages, materials, and supplies of varied types; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/20142.htm>.

### REQUIREMENTS

**LICENSE:** Appointee must possess a driver's license valid in New Jersey.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**PREFERENCE:** Preference will be given to applicants who are able to lift up to 35 pounds.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, you must check the box when completing your online application and submit your Schedule A or B letter along with your resume and any other required supporting documents indicated below, on or before the closing date. For more information on the SAME Program please visit the [NJ CSC SAME Program](#), email: or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please submit a cover letter indicating interest in job vacancy announcement #25-126 with desired location preference, a current resume, and a copy of your unofficial college transcripts or foreign degree evaluations (for education credit) to the Recruitment Coordinator using the following [link](#) on or before the closing date of **May 7, 2025**. Applications will not be accepted via email.

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.

