



NEW JERSEY DEPARTMENT OF THE TREASURY NOTICE OF VACANCY

POSTING #: 2024 - 158 - P	ISSUE DATE: November 13, 2024	CLOSING DATE: November 27, 2024
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TITLE: Postal Clerk	OPEN TO: General Public
DIVISION: Administration	TITLE CODE: 20422 RANGE: A09
UNIT: Capital Post Office	WORKWEEK: 40 hours
LOCATION: Stuyvesant Avenue, Trenton, NJ	SALARY RANGE: \$36,741.05 - \$51,126.92

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Capitol Post Office seeks 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 including: 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 in order 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 pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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NOTICE OF VACANCY

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 in order 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 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 in accordance with Civil Service Commission rules and regulations.
- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.
- 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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.



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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 November 27, 2024**:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2024- 158 - P Postal Clerk"** 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