



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00034

TITLE: Clerk Typist

ISSUE DATE: 2/8/2024

TITLE CODE: 23232

CLOSING DATE: 3/4/2024

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Bridge Engineering & Infrastructure Management

RANGE: A06

SALARY: \$31,285.88-\$35,295.08

WORK WEEK: 35 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of **Clerk Typist** within the Division of Capital Program Management, Bridge Engineering & Infrastructure Management, Structural Design & Geotechnical Engineering Unit. The Clerk Typist is assigned a 35 - hour work week. Current starting salary is between \$31,285 and \$35,295, based on experience. As a NJ State Department, NJDOT offers a comprehensive benefits package including Health Care (medical, prescription drug, dental, and vision care), Pension, Deferred Compensation, 13 paid holidays, and Benefit Leave (12 vacation days, 15 sick days, and 3 administrative days).

Division Description:

The Division of Bridge Engineering & Infrastructure Management plans, organizes, oversees, and implements the various work programs in the offices of Structural Design & Geotechnical Engineering, Structural Evaluation & Bridge Management, and Structural Engineering Services. This Division is also responsible for implementing and maintaining comprehensive management systems to preserve and improve the transportation infrastructure of New Jersey's highway network. These management systems include bridge and geotechnical. In addition, this Division is responsible for the safety inspection of all bridges, state - owned sign structures, minor bridges, culverts, dams, and tunnels in New Jersey.

Unit Description:

The Structural Design & Geotechnical Engineering unit provides structural design services for in - house design work of various types of structures, such as bridges, culverts, and sign structures statewide. They are also responsible for providing Geotechnical Engineering, Rock Mechanics design/analysis, and Subsurface Engineering Services for projects in the Capital Program.

The daily office functions include but are not limited to:

- Provide phone coverage and refer callers appropriately.
- Provide information to the public, units, and other agencies.
- Maintain and manage office files.
- Assist in scheduling meetings and maintaining calendars.
- Prepare meeting agendas and minutes.
- Open and sort all incoming mail and distribute accordingly.
- Maintain inventory of office supplies and place orders as needed.
- Work on special projects as directed.

Experience:

Entry level position. No formal education or experience is required.

Preferred Qualities/Experience:

- Computer Skills - Microsoft Office Suite
- Organizational Skills
- Good communication and customer service skills

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/23232.htm>

REQUIREMENTS

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer