



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF VACANCY

TITLE: Clerk Typist	ANNOUNCEMENT #: 4-23	ISSUE DATE: 1/17/2023 CLOSING DATE: 2/1/2023
SALARY RANGE: \$30,227.90 - \$41,848.79		<input checked="" type="checkbox"/> DEPARTMENT WIDE <input checked="" type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
LOCATION: Office of Human Resources, 200 Riverview, Trenton, NJ		

JOB DESCRIPTION

Under the direction of the HR Manager, performs routine, clerical work of a varied nature such as typing; filing; answering telephones; maintaining and updating Excel spreadsheets; using Outlook as the primary means of communication with staff; scheduling TEAMS/ZOOM meetings; scheduling interviews for prospective candidates, scheduling typing tests, researching HR related information, assisting with COVID related duties; updating and making copies of new hire packages; printing candidate resumes from the NJDAJOBS email, filing confidential documentation, assisting with payroll open enrollment; posting notice of vacancies to different platforms; other related duties as required.

REQUIREMENTS

The Civil Service Commission (CSC) requires a five-minute qualifying typing test (scored on a pass/fail basis with 25 net words per minute as passing) to be scheduled or administered prior to the interview process. If you have successfully passed a typing test administered by the CSC or an approved representative of the CSC, please attach a copy of your results with your resume.

SPECIAL NOTE: Preference will be given to candidates with clerical/administrative experience; proficiency in Microsoft Office, specifically Excel and Outlook; organizational skills, time management skills; ability to prioritize work; attention to detail and accuracy; problem-solving and teamwork.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Please submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission's website at:

<http://www.state.nj.us/csc/seekers/about/steps/step2.html>

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.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

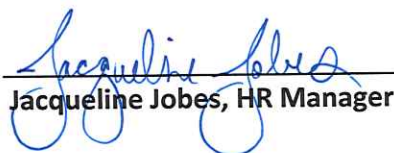
IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume and transcripts, if applicable, by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

POSTING AUTHORIZED BY:


 Jacqueline Jobes, HR Manager

The NJDA provides reasonable accommodations to applicants with disabilities. If you are in need of a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Resources at 609-913-6542. Request determinations will be handled on a case-by-case basis.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer