

State of New Jersey

Department of Human Services

Philip Murphy Governor Sheila Y. Oliver Lt. Governor Sarah Adelman

Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER		125-23					
		Payroll Clerk (Multiple Positions)	ISSUE DATE	02/23/2023	CLOSING DATE	03/09/2023	
LOCATION		Vineland Developmental Center Payroll Department 1676 E. Landis Avenue, PO Box 1513 Vineland, NJ 08362-1513		RANGE	A07		
				SALARY	\$31,519.11 - \$43,717.26		
OPEN TO	Public						
DEFINITION	Under the close supervision of a Supervising Payroll Clerk or other supervisory official in a state department, institution, or agency does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personne records; does other related duties as required. NOTE: The examples of work for this title are for illustrative purposes only. A position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed. SHIFT: 8:30am – 4:00pm / Monday through Friday *Eligibility determinations will be based upon information presented in the resume only. **This posting may be used to fill future vacancies.						
EDUCATION	This is	an entry level position		EMENTS t have any formal ed	lucation or experience	e requirements.	
Experience	This is	an entry level position	and as such does no	t have any formal ed	lucation or experience	e requirements.	
Experience Note	This p	osition is covered by the vector of the vector of the second of the second of the vector of the vect	ne Center for Medic	are and Medicaid S hat requirement, app	ervices (CMS) Rule	and Executive Ore	n status.
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