



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

October 5, 2022
NOTICE OF JOB VACANCY
#22-526

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Clerk Typist
SALARY: \$30,227.90 to \$41,848.79

LOCATIONS:

Division of Law
25 Market Street
Trenton, NJ 08625
Ten (10) Vacancies

AND

Division of Law
20 West State Street
Trenton, NJ 08625
One (1) Vacancy

Division of Law
124 Halsey Street
Newark, NJ 07102
Three (3) Vacancies

AND

Division of Law
4 Echelon Plaza / 201 Laurel Road
Voorhees, NJ 08043
Two (2) Vacancies

NUMBER OF POSITIONS AVAILABLE: Sixteen (16) as indicated above. Location preference required.

DUTIES: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

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.

SPECIAL NOTE: A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) will be scheduled or administered during the hiring process. Applicants who have taken a typing/keyboarding test administered by the Civil Service Commission (CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again but proof must be submitted with resume. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 25 net words per minute. Net words equals total words per minute minus errors.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-526, with desired location preference, and current resume to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081, Trenton, NJ 08625-0081

This announcement will remain open until all vacancies are filled.

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.

