



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of these positions is contingent upon further approval process

Title: Clerk Typist

Posting Number: AEMS-2024-23

Open to: General Public

Work Week: 35 (35-hour) Work Week

Salary: (A06) \$31,285.88 - \$43,313.48

Opening Date: 4/5/2024

Closing Date: 5/31/2024

Existing Vacancies: TBD

Program/Location

Department of Environmental Protection

Air, Energy, and Materials Sustainability

The majority of positions are located in Trenton, while others may be located throughout the state.

Scope of Eligibility: Open to applicants who meet the requirements below.

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

Specific to the Position:

Division of Air Quality and Radiation

Provide phone coverage for the Division and the Office of the Assistant Commissioner during the hours of 9:00 am to 5:00 pm Monday through Friday. Schedule meetings (in-person and virtual) for the Division staff. Assist in processing OPRA requests, staffing helplines, file management, preparation of travel requests, and perform other standard clerical functions as needed as per Division's standard operations.

Division of Climate Change Mitigation and Monitoring

Under supervision, type and perform routine, repetitive, clerical work of a varied nature; answer telephone calls and emails, and relay communication to appropriate DCCMM staff; schedule meetings and stakeholder events; prepare outreach materials; assist in the preparation and production of outreach and stakeholder events; process purchase orders and administrative documents.

Division of Waste & UST Compliance and Enforcement

Provide administrative office support. Maintain essential files and billing. Issue and track enforcement actions. Respond to phone/email inquiries and direct as appropriate. Significant use of data management programs.

Requirements

License: Appointees 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 essential duties of the position.

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".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-AEMS.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

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

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.