



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

### September 14, 2023 NOTICE OF JOB VACANCY #23-542

An opportunity currently exists in the classified service with the Department of Law and Public Safety, New Jersey Racing Commission, for applicants who meet the requirements specified below:

**TITLE:** Clerk Typist

**SALARY:** \$30,227.90 to \$41,848.79

**LOCATION:** [New Jersey Racing Commission](#)

Administrative Unit  
140 East Front Street  
Trenton, NJ 08625

*Travel to various Racetracks will be required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required. Please see Civil Service Commission job specification for more information here: <https://info.csc.state.nj.us/jobspec/23232.htm>

### **REQUIREMENTS**

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**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. Applicants must pass a Civil Service Commission approved typing proficiency test with a minimum score of 25 words-per-minute to be eligible for appointment.

**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.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

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

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-542 and a current resume to the Recruitment Coordinator at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **September 28, 2023**.

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.

