



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 -156-P	ISSUE DATE: December 8, 2023	CLOSING DATE: December 22, 2023
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TITLE: Clerk Typist	OPEN TO: General Public
DIVISION: Division of Purchase and Property	TITLE CODE: 23232 RANGE: A06
UNIT: Division of Purchase and Property	WORKWEEK: 35 Hours
LOCATION: 33 West State Street, Trenton, NJ 08608	SALARY RANGE: \$31,282.88 - \$43,313.48

POSITION DESCRIPTION

The New Jersey Division of Purchase and Property is seeking a Clerk Typist. Under immediate supervision, the selected candidate will perform routine, repetitive clerical work of a varied nature, and perform other related duties as required.

The Department of the Treasury's mission is to formulate and manage the State's Budget, generate and collect revenues, disburse the appropriations used to operate New Jersey State government, manage the State's physical and financial assets, and provide statewide support services to State and local government agencies as well as the citizens of NJ. The Division of Purchase and Property (DPP) serves as the State's central procurement agency. DPP's goal is to professionally and ethically procure the best valued goods and services, in a timely and cost effective manner in accordance with State laws and regulations, to enable client agencies to meet their objectives.

The primary responsibility of the Clerk Typist is performing clerical/administrative functions for the unit. The incumbent works at a high level helping staff and working on complex items. Some of the tasks include, but are not limited to: creating/sending contract extension letters and emails to Vendors, following up with Vendors on outstanding documentation, working on the Unit's weekly and bi-weekly reports, and compiling research for upcoming procurements., Reviews incoming submissions and performs clerical/administrative functions for the unit. Helps with transaction intake. Performs other job related duties and must have excellent customer service skills

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education:	Entry level position. No formal education required.
Experience:	Entry level position. No formal experience required.
Typing Test:	Candidate must successfully pass a typing test at minimally 25 WPM.



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IMPORTANT NOTES

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by **5:00 p.m. on December 22, 2023:**

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2023-156-P - Clerk Typist"** in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer