



New Jersey Office of the Chief State Medical Examiner VACANCY ANNOUNCEMENT



Posting: OCSME-01-2023	Issue Date: April 5, 2023	Closing Date: April 18, 2023
Title: Clerk Typist (Classified Non-Competitive)	Workweek: 35	Salary: A06 \$30,227.90 – \$41,848.79 Title Code: 23232
Number of Positions: 3	Location: Northern Regional Medical Examiner Office (NRMEO) 325 Norfolk Street Newark, New Jersey 07103	

GENERAL DESCRIPTION

The Office of the Chief State Medical Examiner is seeking candidates for their Newark office. The selected candidates will provide secretarial support to the Northern Regional Medical Examiner's Office, Deputy Chief, Associate Medical Examiner's, Administrator, County and State agencies as well as the general public. The selected candidate will be required to transcribe from dictation and prepare reports as well as maintain confidential files and other materials essential for use by the Pathologist/Medical Examiner; required to process case files, enter toxicology and other tests results into agency database, answer and route telephone calls to appropriate department/staff as well as provide authorized requested information. Data entry from multiple departments into a centralized agency database as well as ensure that accurate and complete records information can be always retrieved. Prepares routine correspondence and forms for mailing, assist staff in collecting information and preparing reports, maintain calendar(s) for Pathologist/Medical Examiner(s) as needed as well as other assigned tasks/duties.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

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.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the following required documents by 5:00 p.m. on April 18, 2023:

- Cover Letter/Letter of Interest
- Resume
- Employment Application (you can download the application form at: <https://ocsme.nj.gov/jobs/dpf-663.pdf>)

Email address: pstsme@doh.nj.gov

(Subject line must include the specific job posting number)

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 based on the resume.

- **The Office of the Chief State Medical Examiner is an Equal Opportunity Employer.**
- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- **FOREIGN DEGREES:** 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.
- **RESIDENCY:** In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **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>.
- **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 visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.