State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	063-23	**ISSUE DATE**	1/24/2023	**CLOSING DATE**	2/7/2023
TITLE	Clerk Driver				
LOCATION	Division of Aging Services Office of the Deputy Division Director 12 Quakerbridge Plaza Mercerville, NJ 08619	**RANGE**	A07		
		SALARY	$31,519.11 – $43,717.26		

OPEN TO	Public
DEFINITION	Under supervision of a supervisory official in a state department, institution, or agency, performs routine clerical duties of a varied nature, drives a light truck or other motor vehicle, and delivers and picks up messages, materials, and supplies of varied types; does other related duties as required.
REQUIREMENTS	
EDUCATION	N/A
EXPERIENCE	N/A
NOTE	Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
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 the essential duties of the position.
IMPORTANT NOTICE	
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
NOTE(S)	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * *Telework*: This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. * *Covid Screening*: Certain DHS positions may require COVID-19 vaccination or may be subject to testing/screening. * *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.
DRUG SCREENING	If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: DoAS.Resume@dhs.nj.gov
You **must** include the Job ***Posting #***, and ***Last Name*** in the subject line of your email. **Example: (123-22, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer