



NEW JERSEY DEPARTMENT OF HEALTH NOTICE OF VACANCY

State of New Jersey

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Payroll Clerk [Classified Non-Competitive]			Salary A07 \$32,622.28 - \$45,247.39
Posting Number 724-23	Position Number TBD	Number of Positions 1	Posting Period * From: 11/02/2023 To: 11/23/2023
Location: Ancora Psychiatric Hospital 301 Spring Garden Road Ancora, NJ 08037			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Performs routine clerical work involving review, verification of payroll & personnel records. Assists employees in completing forms and applications relating to NJ W4, Federal W4, payroll deductions, payroll discrepancy forms, name and address changes, Vision Reimbursement forms, Leave of Absence Request forms and more. Processes return-to-duty slips and supplies information to the employee on the return to duty process. Assists employees with on-line services on a computer such as MYNJ, e-CAT's (Electronic Cost Accounting Timekeeping), Employee Self Service and MBOS (Member Benefits Pension and Benefits On-line System) and more. Ensures all forms have all pertinent information, checks for completeness and ensures accuracy. Answers and assists with internal and external calls. Manages all incoming mail and distributes accordingly. Distributes & mails Regular and Supplemental checks due to cancellations, new hires, new banking accounts. Mails out W-2's at year end on a timely basis. Completes VOE (Verification of Employment) ensuring all applicable rules, regulations and procedures are adhered to, such as OPRA (Open Public Records Act). Provides date of hire, date of termination and salary.</p> <p>NOTE: A Cover Letter, Resume and Completed Application (See link below) are required.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>This is an entry level position and as such does not have any formal education or experience requirements. Preference may be given to those applicants with 1 year or more of experience.</p> <p>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.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PST.APH@doh.nj.gov • Mail the required documents to: Nancy Bill, Manager 2, Human Resources Ancora Psychiatric Hospital <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf 			



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Reference Posting #724-23
New Jersey Department of Health
301 Spring Garden Road
Ancora, NJ 08037

** Responses received after the closing date MAY
be considered if the position is not filled.*



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IMPORTANT NOTES

**State as a Model Employer
of People with Disabilities
(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.

PHEL Candidates:

If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.

Direct Client Care:

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.

**New Jersey
First Act:**

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.

Resume Note:

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.

Authorization to Work:

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. The State of New Jersey does **not** provide sponsorships for citizenships to the United States.

Note: Newly hired employees must agree to a thorough background check that will include fingerprinting.

The New Jersey Department of Health is an Equal Opportunity Employer.