



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☐ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- ☒ Interested individuals who meet the stated requirements

Issue Date: October 20, 2023

Posting No.: 497-23

TITLE: Clerk Typist **SALARY:** \$30,227.90 - \$41,848.79

LOCATION: Northern State Prison, Classification Unit – Newark, NJ

JOB DESCRIPTION: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

NOTE: Candidates are required to pass a typing proficiency test with a minimum net score of 25 words per minute.

****** Qualified candidates will be granted interviews on a first-come, first served basis. ******

RESIDENCY REQUIREMENT: Newark residents receive first hiring preference.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN NOVEMBER 3, 2023.

Forward Response To: Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

Emailed resumes are to be sent only to:

DOC_OHR-Region8@doc.nj.gov

If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume 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> or email: SAME@csc.nj.gov