



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 011 - P	<b>ISSUE DATE:</b> January 16, 2025	<b>CLOSING DATE:</b> January 30, 2025
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<b>TITLE:</b> Clerk Typist	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Rate Counsel	<b>TITLE CODE:</b> 23232 <b>RANGE:</b> A09
<b>UNIT:</b> Rate Counsel	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 140 East Front Street, 4th Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$36,741.05 - \$51,126.92

### POSITION DESCRIPTION

The New Jersey Division of Rate Counsel is seeking a Clerk Typist. Under supervision, the selected candidate will manage the Division's main line, by promptly responding to queries, noting messages accurately and transferring calls in and out for internal staff. Perform routine, repetitive, clerical work of a varied nature and other related duties as required.

Duties may include but are not limited to:

- Providing clerical support to office staff, paralegals and attorneys.
- Composing and typing letters, memorandums, labels, forms and other legal documents. Ensure that the documents are reviewed thoroughly before submission for approval.
- Receives and processes all incoming and outgoing mail on a daily basis. Ensure incoming mails are date-stamped and distributed in a timely manner. Assist in mailing out legal case documents. Ensure filing, duplication and distribution of appropriate information.
- Compile benefit time usage from the internal sign-in sheet and update designated supervisors.
- Prepares and maintains essential files and records for the division.
- Greets visitors and responds to queries and provide general information, according to the division's policies and procedures, in person, via email or by telephone.
- Assists staff in locating and compiling data for reports.
- Operates office machines and equipment, including manual and/or electric machinery and other information systems used by the office.

The standard workweek is Monday through Friday. 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:** This is an entry level position. As such, there is no formal education required.

**Experience:** This is an entry level position. As such, there is no experience required.

**Special Note:** Appointee may be required to demonstrate proficiency in keyboarding, typing, and/or document scanning.



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### GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc.) by the closing date indicated above. For more information, visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**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>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**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, OPT, or H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on January 30, 2025:**

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025-011-P Clerk Typist" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*