



**POSTING NUMBER:** HR23-0141

**ISSUE DATE:** 8/4/2023

**TITLE:** Clerk

**CLOSING DATE:** 8/18/2023

**DIVISION / OFFICE / UNIT:** Codes and Standards / Office of Regulatory Affairs

**LOCATION:** 101 South Broad Street,  
Trenton, NJ 4th floor

**SALARY RANGE:** A04 \$27,833.72-38,338.52

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

In the Division of Codes and Standards, Office of Regulatory Affairs, answers telephones and provides information to callers and performs routine, repetitive, clerical work which includes a relatively small proportion of difficult tasks; does other related duties as required.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:** ...

**EXPERIENCE:** ...

**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.

**ADDITIONAL NOTES:** 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 to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- ☐ A promotable eligible exists within the unit scope
  - ☐ A promotional list exists within the unit scope
  - ☐ An open competitive list exists
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**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR23-0141  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.dynamics365portals.us/dca-services/public-job-postings>

***Interviews will be granted based on resume***

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

***The New Jersey Department of Community Affairs is an Equal Opportunity Employer***