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	060-23	**ISSUE DATE**	01/24/2023	**CLOSING DATE**	02/07/2023
TITLE	Payroll Clerk				
LOCATION	Green Brook Regional Center 275 Greenbrook Road Green Brook, NJ 08812	**RANGE**	A07		
		SALARY	$31,519.11 - $43,717.26		

OPEN TO	Public
DEFINITION	Under the close supervision of a Supervising Payroll Clerk or other supervisory official in a state department, institution, or agency; does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records; does other related duties as required.
REQUIREMENTS	
EDUCATION	N/A
EXPERIENCE	N/A
NOTE	The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.
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. * *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: **DDD-GRC.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