



New Jersey Office of Information Technology

## NOTICE OF JOB VACANCY

ISSUE DATE: November 6, 2024

CLOSING DATE: November 21, 2024

POSTING OPEN TO:     OIT EMPLOYEES IN UNIT SCOPE(S):  
                           STATEWIDE (STATE EMPLOYEES ONLY)  
                           GENERAL PUBLIC

TITLE: Clerk Typist

POSTING # 2024-135

TITLE CODE: 23232

NUMBER OF POSITIONS: 1

SALARY RANGE: A09 \$36741.05 - \$51126.92

LOCATION: NJ Office of Information Technology  
          Employee Services – Human Resources  
          300 Riverview Plaza  
          Trenton, NJ 08625

HOURS OF WORK: 9:00 a.m. – 5:00 p.m.

*The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings. This program does not supersede the "New Jersey First Act", which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.*

**SPECIFIC TO THE POSITION:** Prepares routine memos, maintains personnel files, assist in the preparation and collection of HR related forms and documents. Performs data entry of employee information into the HR database. Does other related duties.

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

### **REQUIREMENTS:**

**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.

### **FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 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. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

**As a condition of employment with NJOIT a background inquiry will be conducted.**

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

**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](mailto:SAME@csc.nj.gov), or (609) 292-4144, option 3.

**Electronic Filing:** Applicants are encouraged to file electronically. Forward **your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** to [recruiter4@tech.nj.gov](mailto:recruiter4@tech.nj.gov)  
**Include the posting number in the subject line.**

**Alternate Filing:** If unable to file electronically, applicants may forward **your resume, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references (including posting #2024-135)** to:

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212



Authorized by: \_\_\_\_\_

Lisa Blauer, Chief of Staff