



New Jersey Department of Environmental Protection Notice of Vacancy - Hourly

Title: Clerk Typist

Posting Number: COS-2023-1H

Open to: General Public

Work Week: 20-25 hours per week (up to 900 hours per fiscal year)

Hourly Rate: \$18.74 per hour

Opening Date: 9/13/2023

Closing Date: 9/27/2023

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Office of the Chief of Staff
Science & Research
401 East State Street
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

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

Specific to the Position: Will address, stamp, mail and process incoming and outgoing mail and correspondence; maintain essential records and files for laboratory certification program; distribute mail and perform simple data entry into internal systems; answer phones, take messages accurately, forward calls to appropriate staff; assist in preparing routine correspondence; perform simple filing and copying; assist with receiving and purchasing routine supplies; and perform basic administrative tasks with minimal guidance. All mail containing payments must be handled appropriately.

Preferred Skill Set: Basic keyboarding functions and familiarity with Microsoft Office 365 suite (especially Excel), and familiarity with computers and various software programs.

Requirements

License: Appointee 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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit

<https://www.nj.gov/military/veterans/services/civil-service-preference/>

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-EXECUTIVE.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

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, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.