



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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February 27, 2024
NOTICE OF JOB VACANCY
#24-083

This is a repost of vacancy announcement #23-366; previous applicants need not reapply.

A temporary employment services opportunity currently exists within the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Clerk Driver)
SALARY: \$17.92 to \$24.86 per hour
LOCATION: [Division of Administration](#)
Facilities/Support Services Section
124 Halsey Street, Newark, NJ
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of a supervisory official in a state department, institution, or agency, performs routine clerical duties of a varied nature, drives a light truck or other motor vehicle, and delivers and picks up messages, materials, and supplies of varied types; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/20142.htm>.

REQUIREMENTS

LICENSE: Appointee must possess a driver's license valid in New Jersey.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

PREFERENCE: Preference will be given to applicants with at least six (6) months of experience in any variety of unskilled labor.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please email the Recruitment Coordinator at jobs@njoag.gov including a cover letter indicating interest in job vacancy announcement #24-083 and a current resume.

This announcement will remain open until the position is filled.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

