



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #:126-24

Title: Clerk Typist

Number of Vacancies: 2

8:30 am – 4:00pm RDO: Sunday/Monday

8:30 am – 4:00pm RDO: Friday/Saturday

Work Location: 135 Evergreen Rd.
Edison, NJ 08837

Posting Period: From 10/30/2024 To 11/20/2024

Salary: (A09) \$36,741.05 to \$51,126.92

Workweek: 35

Program: Menlo Park Veteran Memorial Home

Scope of Eligibility: Open to current NJ Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below.

SPECIAL NOTE: NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.

Job Description: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required. This position will be assigned to the receptionist desk to greet visitors, answer phones, and process mail. In addition to this, this position will float on a rotating basis to help with clerical duties; does other related duties as required.

Civil Service Commission Requirements

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

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 citizenships to the United States.

Veterans' 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://nj.gov/military/veterans/services/civil-service/preference>

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.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs 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.