



New Jersey Department of Environmental Protection

Notice of Vacancy - Hourly

Title: Data Entry Operator

Posting Number: WLM-2024-13H

Open to: General Public

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

Hourly Rate: \$18.00 per hour

Opening Date: 4/29/2024

Closing Date: 5/20/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Watershed & Land Management
Resilience, Engineering & Construction
Dam Safety & Flood Engineering
501 East State Street
Trenton, NJ 08625

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

Description: Under close supervision, uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit and/or update data from a standard source document into a prescribed computer system for storage, processing or data management purposes; compares entered data to source document to ensure the accuracy of input and re-enters or edits inaccurate data where necessary; does other related duties as required.

Specific to the Position: Prepare and organize dam safety records and files for digital scanning. Assist with the digitization of dam safety permits and files. Prepare and organize files for scanning by removing report bindings, clips, etc. and prepare index sheets with file information. Also, responsible for scanning of larger format plan sheets.

Requirements

Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of 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-WLM.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 (609) 292-4144 and select Option #3.

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.