



## New Jersey Department of Environmental Protection Notice of Vacancy - HOURLY

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**Title:** Data Entry Operator

**Posting Number:** M&B-2023-1H

**Open to:** General Public

**Workweek:** Varied (Maximum of 900 hours per fiscal year)

**Salary:** \$16.00 — \$20.00 per hour (commensurate with experience)

**Opening Date:** January 31, 2023

**Closing Date:** February 14, 2023

**Existing Vacancies:** Two (2)

**Program/Location:** Department of Environmental Protection

Management & Budget  
Division of Information Technology  
401 East State Street  
Trenton, NJ 08625

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

**Specific to the Position:** The NJDEP has prioritized the effort to digitize (scan/index) historic documents stored in our document storage warehouses. Under the supervision of the Imaging Supervisor, the staff person will be responsible for preparing documents contained within warehouse boxes for scanning and indexing. In most instances scanning will be completed off-site by a separate contractor however, the staff will be required to scan large format documents (maps/plans, etc.). Job duties include: Reviewing box contents and categorizing/mapping the box contents to defined indexing data; removing staples, binders, preparing all documents for efficient and effective bulk scanning, including creation of batches and assignment of indexing data to be applied during scanning; and labeling the boxes with all required information required for scanning the box contents. Applicant may also be required to learn imaging/scanning. Training on specific scanning software will be supplied to staff as needed.

**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 reenters or edits inaccurate data where necessary; does other related duties as required.

**Preferred Skill Set:** Ability to learn the document preparation and scanning steps and be able to work independently. Prior document scanning experience is a plus. Excellent attention to detail.

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

**Note:** All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

**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](mailto: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.

**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.**