



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Tahesha L. Way, Esq.**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 154-25 **ISSUE DATE:** March 28, 2025

**TITLE:** **CLERK TYPIST  
(CLASSIFIED NON-COMPETITIVE)** **CLOSING DATE:** April 11, 2025

**FUNCTIONAL:** **ADMINISTRATIVE SUPPORT SPECIALIST**

**TITLE:**

**LOCATION:** Department of Children and Families (DCF)  
Office of Data Management & Reporting  
50 East State Street  
Trenton, NJ 08625

**POSITIONS:** 1 **RANGE:** A 09

**DISTRIBUTION:** STATE WIDE **SALARY:** \$36,741.05-\$51,126.92

**SCOPE OF ELIGIBILITY:** Opportunities subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

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

This position is based in the Office of Data Management & Reporting at the New Jersey Department of Children and Families.

### RESPONSIBILITIES:

- Prepare, edit, and ensure accuracy of various documents, including reports, correspondence, and contracts.
- Draft and manage correspondence, handle inquiries, and maintain updated mailing lists.
- Organize and maintain both digital and physical files, ensuring easy access and confidentiality.
- Assist in locating, compiling, and tabulating numerical data for reports, ensuring accuracy and reliability.
- Manage the Director's calendar and coordinate meetings, ensuring all logistical details are addressed.
- Oversee tasks such as approving timesheets, processing reimbursements, and ensuring compliance with departmental policies.
- Operate office technology and learn new systems to enhance office efficiency.
- Proficient in supporting a fast-paced office using latest technology, including word processing and data management software.
- Collaborate with peers to support the wider Analytics & Systems Improvement office in administrative responsibilities as required.
- Strong organizational skills with attention to detail.

- Does other related duties as required.

## REQUIREMENTS

The Civil Service Commission (CSC) requires a five-minute qualifying typing test (scored on a pass/fail basis with 25 net words per minute as passing) to be scheduled or administered during the interview process. If you have successfully passed a typing test administered by the CSC or an approved representative of the CSC, please attach a copy of the results with your resume.

**SPECIAL NOTE:** Three (3) years of experience in secretarial and administrative clerical work preferred.

**LICENSE:** Appointees 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.

## IMPORTANT NOTICES

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**VETERANS PREFERENCE:** Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

**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: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RE-EMPLOYMENT LISTS:** Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

**UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

**RESIDENCY:** Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**