

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0035                      **ISSUE DATE:** May 10, 2016

**TITLE:** Clerk                                      **CLOSING DATE:** May 24, 2016

**DIVISION/UNIT:** Codes and Standards / Director's Office

**LOCATION:** DCA Building, 101 S Broad St, 6<sup>th</sup> Floor, Trenton

**SALARY RANGE:** A04: \$24,715.54-\$34,043.50

**POSITION(S):** 1

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:**

In the Division of Codes and Standards Director's Office answers telephones, files, data enters, faxes, types and photocopies; does other related duties as required.

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**REQUIREMENTS**

**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 essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0035  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**