

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0062

**ISSUE DATE:** August 8, 2016

**TITLE:** Clerk

**CLOSING DATE:** August 22, 2016

**DIVISION/UNIT:** Housing and Community Resources  
Housing Assistance Programs

**LOCATION:** Atlantic, Camden, Mercer, Morris  
Ocean, Somerset, Union Field Offices

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

**POSITION(S):** 7

**DISTRIBUTION:** Statewide

---

**DESCRIPTION OF MAJOR DUTIES:**

Under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required.

**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.

- A promotable eligible exist within the unit scope.
- A promotional or open competitive list exists.
- Depending upon the qualifications of applicants, appointment may be made at a lower level.

---

**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 #0062  
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***