

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0069

ISSUE DATE: August 17, 2016

TITLE: Senior Clerk, Bilingual in Spanish and English **CLOSING DATE:** August 31, 2016

DIVISION/UNIT: Housing and Community Resources
Housing Assistance Program

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: A08: \$29,191.57 - \$40,569.46

POSITION(S): 2

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES: Under direction of a supervisory official, does clerical work involving the exercise of independent judgment and containing a relatively large proportion of difficult tasks, and/or instructs individuals in the work of a clerical unit; does other related duties as required.

EXPERIENCE: One (1) year of experience in general clerical work.

SPECIAL SKILL: Bilingual in Spanish and English

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

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#0069
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: 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