

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR- 0153

ISSUE DATE: October 21, 2013

TITLE: Principal Clerk

CLOSING DATE: November 4, 2013

DIVISION/UNIT: Codes and Standards / Office of Local Code Enforcement

LOCATION: Northern Regional Office, 171 Route 173, Suite 101, Asbury

DISTRIBUTION: Department

SALARY RANGE: R11 \$32,599.79-\$45,494.72

POSITION(S): 1

DESCRIPTION OF MAJOR DUTIES:

In the Office of Local Code Enforcement does varied clerical work requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a clerical unit; does related work as required.

REQUIREMENTS

EXPERIENCE:

Two (2) years of experience in clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

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.

- 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# 0153
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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