



State of New Jersey

CHRIS CHRISTIE
GOVERNOR

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

P.O. Box 542
TRENTON, NJ 08625-0542
TELEPHONE: (609) 292-4310
FAX: (609) 292-7225

KIM GUADAGNO
LT. GOVERNOR

ROCHELLE R. HENDRICKS
SECRETARY OF HIGHER EDUCATION

ANTICIPATED JOB VACANCY Statewide

Issue Date:	October 6, 2016	Closing Date:	October 27, 2016
Title:	Clerk Typist / A06	Reference #:	OSHE-2016-004
No. Vacancies:	1 (one)	Salary:	\$26,841.51 – 37,160.55

Division: Office of the Secretary of Higher Education, Executive Services, Trenton, NJ

Description: Under the general direction of the Executive Assistant, Office of the Secretary of Higher Education, this position performs the following tasks: types and performs routine, repetitive, clerical work of a varied nature; composes and types simple correspondence; answers the phone and takes messages accurately; provides information according to department regulations, both in person and by telephone; receives visitors, directs them to the appropriate person, and coordinates scheduled visitors with the security desk; maintains essential files and records; maintains mailing lists; and, does other related duties as required.

Residency: New Jersey Residency required. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey.

Interested applicants should send a letter and resume by October 21, 2016 (include the Reference Number in your correspondence) to:

humanresources@oshe.nj.gov

or

Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo, Executive Assistant
20 West State Street, PO Box 542
Trenton, NJ 08625

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT: Appointments(s) resulting from this posting will be in accordance with Civil Service Commission's rules and regulations.



State of New Jersey

CHRIS CHRISTIE
GOVERNOR

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

P.O. Box 542
TRENTON, NJ 08625-0542

KIM GUADAGNO
LT. GOVERNOR

TELEPHONE: (609) 292-4310
FAX: (609) 292-7225

ROCHELLE R. HENDRICKS
SECRETARY OF HIGHER EDUCATION

The Office of the Secretary of Higher Education is an Equal Opportunity/Affirmative Action Employer, and is committed to the American with Disabilities Act.