THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

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☒ Interested individuals who meet the stated requirements

Issue Date: June 24, 2022

Posting No.: 227-22

TITLE: Payroll Clerk

SALARY: $30,901.09 - $42,860.02

LOCATION: East Jersey State Prison, Office of Human Resources, Region 2 Personnel Services - Rahway NJ

JOB DESCRIPTION: Under the close supervision of a Supervising Payroll Clerk or other supervisory official in a state department, institution, or agency; does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records; does other related duties as required.

REQUIREMENTS

This is an entry level position and as such does not have any formal education or experience requirements.

**** Qualified candidates will be granted interviews on a first-come, first served basis. ****

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN JULY 11, 2022.

Forward Response To: Region 2, Office of Human Resources
East Jersey State Prison
Lock Bag “R”
Rahway, NJ 07065

Emailed resumes are to be sent only to: DOC_OHR-Region2@doc.nj.gov

The New Jersey Department of Corrections is an Equal Opportunity Employer