

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

TITLE: Head Clerk	SALARY RANGE: \$49,266.17 - \$71,402.77	POSTING NO.: 278-25	ISSUE DATE: 8/8/2025 CLOSING DATE: 8/22/2025			
LOCATION: Garden State Correctional Facility, Classification Unit – Chesterfield, NJ		CLASS OF SERVICE: Competitive				
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions</td><td style="width: 33%; vertical-align: top;"><input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions</td><td style="width: 33%; vertical-align: top;"><input checked="" type="checkbox"/> Interested individuals who meet the stated requirements</td></tr></table>				<input type="checkbox"/> Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input checked="" type="checkbox"/> Interested individuals who meet the stated requirements
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JOB DESCRIPTION						
<p>Under direction of an administrative officer in a state department, agency, or institution, has charge of the development and maintenance of clerical procedures and services of a large bureau or small division; interprets details of bureau and/or division policy as they affect clerical work of the department; sees that rules, regulations, policies, and procedures are observed as far as clerical work of the department is concerned; interprets with considerable independence the rules, regulations, policies, and procedures of the department to that portion of the public interested in or concerned with the work of the department; does other related duties as required.</p>						
REQUIREMENTS						
EXPERIENCE: Three (3) years of experience in work involving the processing of technical clerical work which involves independent interpretation of rules, regulations, policies, and procedures.						
BENEFIT(S)*						
*Pursuant to the State/Department's policy, procedures and/or guidelines.						
<p>Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:</p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">Alternate Work Week available for some positionsTelework available for some positionsDeferred CompensationPaid Time Off13 State HolidaysHealth and Life InsurancePet Insurance available through certain plans</td><td style="width: 50%; vertical-align: top;"><ul style="list-style-type: none">Flexible and Health Savings Accounts (FSA)/(HSA)Tuition ReimbursementPublic Student Loan Forgiveness (PSLF)Up to \$250 in rewards for exercisingGym membership discountsDiversity & Inclusion eventsWorkplace security, health and safetyIncarcerated Person empowerment and rehabilitation</td></tr></table>				<ul style="list-style-type: none">Alternate Work Week available for some positionsTelework available for some positionsDeferred CompensationPaid Time Off13 State HolidaysHealth and Life InsurancePet Insurance available through certain plans	<ul style="list-style-type: none">Flexible and Health Savings Accounts (FSA)/(HSA)Tuition ReimbursementPublic Student Loan Forgiveness (PSLF)Up to \$250 in rewards for exercisingGym membership discountsDiversity & Inclusion eventsWorkplace security, health and safetyIncarcerated Person empowerment and rehabilitation	
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APPLICATION INSTRUCTIONS						
<p>Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.</p> <p>Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov</p> <p>Forward Response To: Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863</p>						

DEDICATION

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HONOR

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INTEGRITY