

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

NOTICE OF JOB VACANCY

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| TITLE: Principal Clerk Typist | SALARY RANGE: \$43,236.54 - \$62,340.34 | POSTING NO.: 291-25 | ISSUE DATE: 8/15/2025 CLOSING DATE: 8/29/2025 | | | |
| LOCATION: Northern State Prison, Special Investigations Division – Newark, 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 checked="" 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 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 checked="" 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 type="checkbox"/> Interested individuals who meet the stated requirements |
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| JOB DESCRIPTION | | | | | | |
| Under the general supervision of a supervisory official, performs complex typing and other related clerical work requiring knowledge and independent interpretation of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment; may take the lead over the work of a clerical unit; does related work as required. | | | | | | |
| REQUIREMENTS | | | | | | |
| EXPERIENCE: Two (2) years of experience in clerical work including typing. NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of experience indicated above. Coursework must include keyboarding skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English. | | | | | | |
| BENEFIT(S)* | | | | | | |
| *Pursuant to the State/Department's policy, procedures and/or guidelines. | | | | | | |
| 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: <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 | | | | | | |
| 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. Emailed resumes are to be sent only to: DOC_OHR-Region8@doc.nj.gov Forward Response To: Jennifer Santana Region 8 Personnel Services Northern State Prison 168 Frontage Road Newark, NJ 07114 | | | | | | |

DEDICATION

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HONOR

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INTEGRITY