



Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Allison Chris Myers
Chair/Chief Executive Officer

JOB OPPORTUNITY

Posting Issued: August 6, 2025

Closing Date: August 29, 2025

Title: TES Hourly (Clerk)
(Temporary Employment Service-944 hrs per fiscal yr)

Vacancies: Total One (1)

Location: Civil Service Commission
Test Development & Analytics
44 S. Clinton Avenue
Trenton, NJ 08625

Salary: \$23.53 Per Hour

Open to: Residents of New Jersey

DESCRIPTION OF POSITION:

The Division of Test Development, Analytics, and Administration's Test Administration Unit is looking to fill a position for test packager. This position's responsibilities include sorting exam materials, moving boxes of booklets, printing and arranging check-in-sheets, ordering and packing supplies, unloading materials, and keeping the storage area clean and organized.

REQUIREMENTS :

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 essential duties of the position.

NOTE:

*SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (609)292-4144 option 3.

**Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

***Benefit(s) Pursuant to the State/Department's policy, procedures and/or guidelines

TES Benefits Include: Earned Sick Time

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:

Bev Hamilton, Manager 2, Human Resources, Civil Service Commission, P.O. Box 323,
Trenton, New Jersey 08625 or hrsupport@csc.nj.gov

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