



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

*AMENDED JOB VACANCY POSTING

POSTING #:	006-20	ISSUE DATE:	July 7, 2020
TITLE:	CLERK TYPIST	CLOSING DATE:	December 31, 2020
LOCATION:	Department of Children and Families (DCF) State-Wide		
POSITIONS:	Multiple	RANGE:	A 06
DISTRIBUTION:	STATE WIDE	SALARY:	\$28,484.43 - \$39,435.09

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

DEFINITION: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

***The Civil Service Commission (CSC) requires a five-minute qualifying typing test (scored on a pass/fail basis with 25 net words per minute as passing) to be scheduled or administered during the interview process. If you have successfully passed a typing test administered by the CSC or an approved representative of the CSC, please attach a copy of the results with your resume.**

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 the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

VETERANS PREFERENCE: Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans>.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

dcf.resume@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717