

\*AMENDED JOB VACANCY POSTING

POSTING #:	008-25	ISSUE DATE:	January 2, 2025
TITLE:	CLERK TYPIST (CLASSIFIED NON-COMPETITIVE)	CLOSING DATE:	December 31, 2025
LOCATION:	Department of Children and Families (DCF) Various locations throughout the State		
POSITIONS:	Various	SALARY RANGE:	A 09 (\$38,026.98 - \$54,570.83)
DISTRIBUTION:	STATE WIDE	STARTING SALARY:	\$38,026.98 - \$46,298.84 (Based on experience)

**NOTE:** Positions located throughout all counties in New Jersey. Please complete the [Employment Area of Interest Form \(nj.gov\)](#) and submit it along with your resume and cover letter. Failure to do so may delay processing of your resume.

**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.

IMPORTANT NOTICES

**EMPLOYEE BENEFITS:** The Department of Children and Families provides many employee benefits, including but not limited to:

- Alternative Workweek Program\*
  - Deferred Compensation
  - Health, Dental and Life Insurance
  - Flexible and Health Spending Accounts
  - Pension
- Telework\*
  - Public Service Loan Forgiveness
  - Benefit Leave (Vacation, Sick, Administrative Leave)
  - 13 Paid Holidays

\*Pursuant to Department policy, procedures and/or guidelines

**PUBLIC SERVICE LOAN FORGIVENESS:** As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](#).

**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: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**\*UNIT SCOPE:** Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope. A complete list of DCF unit scopes can be found [here](#).

**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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:  
[dcf.resume@dcf.nj.gov](mailto:dcf.resume@dcf.nj.gov)

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