



Philip Murphy
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Commissioner

JOB VACANCY POSTING

POSTING #: 020-22 **ISSUE DATE:** January 12, 2022
TITLE: **PRINCIPAL CLERK TYPIST or SENIOR CLERK TYPIST** **CLOSING DATE:** January 26, 2022
LOCATION: Department of Children and Families (DCF)
Atlantic East Local Office
6840 Old Egg Harbor Road
Egg Harbor Township, NJ 08234
POSITIONS: 1 **RANGE:** R12 - Principal Clerk Typist
A08 - Senior Clerk Typist
DISTRIBUTION: STATE WIDE **SALARY:** R12 - \$38,232.24 - \$53,435.58
A08 - \$32,229.86 - \$44,791.97

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

PRINCIPAL CLERK TYPIST

DEFINITION: Under direction of a supervisory official, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, and/or has charge of the work of a clerical unit; does related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of keyboarding experience which shall have included clerical work containing a relatively large proportion of difficult tasks.

SENIOR CLERK TYPIST

DEFINITION: Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in clerical work including typing.

THE BELOW SECTION APPLIES TO BOTH TITLES

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 general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

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 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 in PDF format, saving all PDF's by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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