



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 402-22 **ISSUE DATE:** September 29, 2022
TITLE: OFFICE SUPERVISOR **CLOSING DATE:** October 13, 2022
LOCATION: Department of Children and Families
Warren Local Office
415 East Washington Avenue
Washington, NJ 07882
POSITIONS: 1 **RANGE:** S 18
DISTRIBUTION: DEPARTMENT WIDE **SALARY:** \$50,737.29 - \$71,553.48

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families 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.

SPECIAL NOTE: This position may be eligible to apply for the Alternative Workweek Program (AWP) program.

DEFINITION: Under direction of a Division Director or other administrative official in a department, supervises and coordinates the clerical programs and staff of a medium to large clerical unit; does other related work.

REQUIREMENTS

EXPERIENCE: Five (5) years of experience in clerical work, three (3) years of which shall have been in a supervisory capacity.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only.

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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.