New Jersey Department of Environmental Protection
Notice of Vacancy
Filling of this position is contingent upon further approval process

Title: Clerk Typist

Posting Number: M&B-2022-9 (REPOST)

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (A06) $29,635.20 — $41,028.21

Opening Date: 7/21/2022

Closing Date: 8/4/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
  Management & Budget
  Budget & Financial Operations
  Central Procurement
  Unit 428 East State Street
  Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

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

Specific to the Position: The appointee will provide administrative support to the Procurement Unit, which includes answering the unit’s main telephone, directing calls, taking messages, opening/logging mail, typing correspondence and filing; communicate with internal programs, external vendors and liaise with other State agencies via phone/video calls and email; will be required to maintain accurate records and files, easily accessible for inquiries and audit reviews. The appointee may also perform other procurement related working including inputing purchase order requests for the procurement of goods and services used by DEP programs.

Preferred Skill Set: Experience with Microsoft Office (especially Excel), with State of NJ systems, including NJCFS, MACSE and NJSTART.

Requirements

License: Appointee 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.

APPLICANTS WHO ALREADY FILED FOR THIS POSTING NEED NOT REAPPLY, SINCE ALREADY SUBMITTED RESUMES WILL BE TAKEN INTO CONSIDERATION FOR THIS POSITION.
Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice.

Per Executive Order 253, all State employees are required to be fully vaccinated or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
   Melissa Burk-Pocino
   Management & Budget
   E-mail Address: EXECUTIVE.Resumes@dep.nj.gov
   Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
   Please indicate how you heard about the position in the body of the email

Posting Authorized By:
   Phiroza Stoneback, Manager
   Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.