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

Title: Clerk Typist

Posting Number: WLM-2022-13

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (A06) $30,227.90 — $41,848.79

Opening Date: 8/1/2022

Closing Date: 8/15/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection  
Watershed & Land Management  
Watershed Protection & Restoration  
Bureau of Flood Hazard and Stormwater Engineering  
501 East State Street  
Trenton, NJ 08625

Scope of Eligibility: Open to applicants that 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: Answering and directing phone calls to the appropriate staff within the Bureau of Flood Hazard and Stormwater Engineering. Assisting the Manager of the Bureau in setting up meetings, sending out correspondence, and assisting in scheduling needs for the Bureau.

Preferred Skill Set: State Notary or the ability to become one once hired.

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.

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 against COVID-19 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:
Sam Baldeo
Watershed & Land Management
E-mail Address: LUM.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.