



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE ADMINISTRATION

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Lt. Governor

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ILA BHATNAGAR
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2025-BIA-004	OPENING DATE	August 8, 2025	CLOSING DATE	August 22, 2025
TITLE & TITLE CODE IF APPLICABLE	Title: Clerk Typist Title Code: 23232				
UNIT & LOCATION	Office of Depositories Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	A09 \$38,026.99 - \$54,570.69		
		STARTING SALARY	\$38,026.99		
OPEN TO	General Public				
TITLE DESCRIPTION	Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required. Responsibilities will include Answering phone calls and emails according to department regulations from the industry and the public; sorting and distributing incoming mail; filing and organizing; composes and types simple correspondence. Prepares, maintains, and keeps essential records and files; assists in locating and compiling data for reports. Operates office machines and equipment, including manual and electric; will be required to learn to utilize various types of electronic information systems used by the department; and scheduling meetings and maintaining the calendar. Secretarial duties include but are not limited to typing correspondence, filing, answering telephones, review, sorts and distribute in coming correspondence. Prepares and creates clear, accurate and technically sound reports. Assists the supervisor and OCF management, Consumer Finance Manager and or Chief of Operations. Required to operate and have knowledge of electronic key-entry terminal machine and Databases used within the Units (Examination, Enforcement and Surveillance)				
EDUCATIONAL REQUIREMENTS	N/A				
EXPERIENCE REQUIREMENTS	N/A				

LICENSE REQUIREMENTS	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.
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RESIDENCY REQUIREMENTS	The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.
GENERAL INFORMATION	<u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance. <u>Telework:</u> This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview. <u>Benefits:</u> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below. <u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws. <u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3".
APPLICATION INSTRUCTIONS	
Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.	

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.