State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Vacant
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	404-26	**ISSUE DATE:**	10/22/2026	**CLOSING DATE:**	11/05/2026
TITLE:	Payroll Clerk				
LOCATION:	Vineland Developmental Center 1676 E. Landis Ave. Vineland, NJ 08362-1513 8:30 am – 4:00 pm RDO's (Saturday/Sunday) Adjusted scheduled may be required	RANGE:	A 09		
		SALARY:	$39,357.93 - $56,480.73		
		UNIT SCOPE:	K487		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	General Public				

DESCRIPTION

DEFINITION:	Under the close supervision of a Supervising Payroll Clerk or other supervisory official in a state department, institution, or agency; does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records; does other related duties as required. NOTE: The examples of work for this title are for illustrative purposes only. A position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed. * Eligibility determinations will be based upon information presented in the resume only. **THIS POSTING MAY BE USED TO FILL FUTURE VACANCIES

REQUIREMENTS

REQUIREMENTS:	This is an entry level position and as such does not have any formal education or experience requirements.
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.

IMPORTANT NOTICES

FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States *must be evaluated* by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for citizenship to the United States.
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing *will be at your expense*. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.
SAME PROGRAM:	If you are applying under the NJ State as a Model Employer "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their website at: https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144,
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.

FILING INSTRUCTIONS

Forward a cover letter, resume, and transcript (if applicable) electronically to: **Ddd-vdc.Humanresources@dhs.nj.gov**

You **must** include the Job ***Posting #***, and ***Last Name*** in the **subject line** of your email. **Example: (123-25, Smith)**

New Jersey Department of Human Services is an Equal Opportunity Employer