



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor
Dr. Dale Caldwell
Lt. Governor
Stephen Cha, MD
Acting Commissioner

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

JOB POSTING #:	025-26	ISSUE DATE:	1/29/2026	CLOSING DATE:	2/12/2026			
TITLE:	Principal Clerk Typist or Principal Clerk							
LOCATION:	Division of Developmental Disabilities Care Management and Provider Support- Projects and Operations Support Flanders, Paterson, Green Brook, Freehold, Voorhees, Egg Harbor, Trenton	RANGE:	A12 - Principal Clerk Typist A11 - Principal Clerk					
		SALARY:	A12 - \$43,236.54 - \$62,340.34 A11 - \$41,416.30 - \$59,618.70					
		CLASS OF SERVICE:	Competitive					
OPEN TO:	Current <u>Department</u> Employees with Underlying Permanent Status in a Competitive Title							
DESCRIPTION								
DEFINITION:	<p style="text-align: center;"><u>Principal Clerk Typist</u></p> <p>Under the general supervision of a supervisory official, performs complex typing and other related clerical work requiring knowledge and independent interpretation of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment; may take the lead over the work of a clerical unit; does related work as required.</p>							
	<p style="text-align: center;"><u>Principal Clerk</u></p> <p>Under the general supervision of a supervisory official, performs complex clerical work requiring knowledge and independent interpretation of department laws, regulations, policies, and procedures, as well as the frequent exercise of independent judgment; may take the lead over the work of a clerical unit; does related work as required.</p>							
REQUIREMENTS								
REQUIREMENTS:	<p style="text-align: center;"><u>Principal Clerk Typist</u></p> <p>EXPERIENCE: Two (2) years of experience in clerical work including typing.</p> <p>NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of experience indicated above. Coursework must include keyboarding skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.</p>							
	<p style="text-align: center;"><u>Principal Clerk</u></p> <p>EXPERIENCE: Two (2) years of experience in clerical work.</p> <p>NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Coursework must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.</p>							
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:	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.							
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Human Services, 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 are being considered requires drug testing and how to proceed with the testing.							

TELEWORK:	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <i>Telework:</i> This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p>
EMPLOYEE BENEFITS:	<p>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); Telework; Alternate Work Week Program; 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.</p>

FILING INSTRUCTIONS

FORWARD **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov

You must include the Job Posting #, Title and Last Name in the subject line of your email. Example: (123-22, Clerk Typist, Smith)

New Jersey Department of Human Services is an Equal Opportunity Employer