



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Tahesha L. Way
Lt. Governor
Sarah Adelman
Commissioner

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

JOB POSTING #:	259-25	ISSUE DATE:	9/2/2025	CLOSING DATE:	9/16/2025
TITLE:	Data Entry Operator 1				
LOCATION:	Division of Developmental Disabilities Office of Risk Management- Incident Reporting & Hotline Any Community Service Office	RANGE:	A 09		
		SALARY:	\$38,026.99 - \$54,570.69		
		CLASS OF SERVICE:	Non-Competitive		
OPEN TO:	General Public				
DESCRIPTION					
DEFINITION:	Under the close supervision of Data Entry Operator 4 or other supervisory official in a state department, institution, or agency or local government agency performing data entry; uses an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit, and/or update data from a standard source document into a prescribed computer system for storage, processing, or data management purposes; compares entered data to source document to ensure accuracy of input and reenters or edits inaccurate data where necessary; does other related duties as required.				
SPECIAL NOTE:	<u>DISTINGUISHING CLASSIFICATION FACTORS</u> The primary function of this title is data entry and tasks directly related to data entry. Incumbents spend a majority of time entering, editing, updating, and verifying data utilizing prescribed data entry equipment and software. This is the entry level of the series. Incumbents at this level perform very basic and repetitive data entry and verification work within a structured work setting. Detailed instructions are received at the beginning of work assignments; work is reviewed in progress and upon completion for accuracy and efficiency of operation. The exercise of independent judgment is limited due to the nature of work.				
REQUIREMENTS					
SPECIAL NOTE:	Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.				
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're being considered requires drug testing and how to proceed with the testing.				
TELEWORK:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * <u>Telework</u> : This position may be eligible to participate in the Department's pilot "Telework Program", 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.				
SAME PROGRAM APPLICANTS:	SAME APPLICANTS: If you are applying under the NJ "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, option 3				
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); 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.				
FILING INSTRUCTIONS					
FORWARD <u>RESUME</u> AND COPY OF <u>TRANSCRIPT(S)</u> (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov					
You must include the Job <u>Posting #</u> and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer