



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 #:	286-25	ISSUE DATE:	9/24/2025	CLOSING DATE:	10/12/2025
TITLE:	Supervising Payroll Clerk				
LOCATION:	Green Brook Regional Center 275 Greenbrook Rd. Green brook, NJ 08812	RANGE:	R16		
		SALARY:	\$51,479.83 - \$74,754.23		
		UNIT SCOPE(S):	K452		
		SERV. CLASS:	Competitive		
OPEN TO:	Public				
DESCRIPTION					
DEFINITION:	Under the direction of a higher level supervisory official in a state department, institution or agency, of less than 500 employees, or a local jurisdiction, plans, directs and supervises the overall work involved with payroll or payroll/personnel functions, for an organization; or, in a department or agency of more than 1500 employees under the general supervision of a Supervisor of Personnel Records and Payroll Processing I or II, supervises the work of a major functional unit involved in payroll preparation or payroll/personnel functions. Supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties.				
NOTE:	The examples of work for this title are for illustrative purposes only. A particular 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.				
REQUIREMENTS					
EXPERIENCE:	Three (3) years of experience in work involving payroll processing or payroll and personnel work.				
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 <u>must be evaluated</u> 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.				
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 <u>will be at your expense</u> . 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 it's 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-GRC.Resume@dhs.state.nj.us 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

Please send all DRAFT postings to Central Office at
DHS.CO.HRrecruitment@dhs.nj.gov
for review, tracking, and posting #.