



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 #:	652-23	ISSUE DATE:	11/21/2023	CLOSING DATE:	12/5/2023
TITLE:	Principal Clerk Typist				
LOCATION:	Division of Family Development Office of Program Operations 6 Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	A12		
		SALARY:	\$40,361.77 – \$56,412.01		
		UNIT SCOPE:	K500 Division of Family Development		
OPEN TO:	Public				
DESCRIPTION					
DEFINITION:	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.				
NOTE:	Job duties include, but are not limited to, managing calendars for multiple managers including scheduling meetings, scheduling interviews and setting up new employee access to all systems needed. The candidate is also responsible for ensuring time off requests and E-CATS timesheets are approved timely, formatting state plans and various other documents, taking meeting minutes, and preparing travel reimbursement vouchers and other documents for manager signatures. The candidate will also facilitate requests for temporary and permanent assignment of state cars and needed unit supplies as well as maintain electronic filing.				
REQUIREMENTS					
EDUCATION:	N/A				
EXPERIENCE:	Two (2) years of experience in clerical work including typing.				
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. Desired skillsets include proficiency in Adobe PDF, DocuSign and Microsoft Office (e.g. Outlook, Teams, Excel, and Word).				
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					
NOTE FOR 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.				
NOTE:	* 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 " <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. * <u>SAME Applicants</u> : 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 609-292-4144, option 3.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: dfdhresumes@dhs.nj.gov You must include the Job Posting # , and Last Name in the subject line of your email. Example: (123-22, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer

