



State of New Jersey  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
NEW JERSEY VETERANS MEMORIAL HOME AT ONE VETERANS DRIVE PARAMUS, NEW JERSEY 07652

PHILIP D. MURPHY  
Governor  
Commander-in-Chief

TAHESHA L. WAY  
Lieutenant Governor

YVONNE L. MAYS  
Colonel  
Acting Adjutant General

VACANCY ANNOUNCEMENT P #22 – 2024  
3 OCTOBER 2024 – 31 OCTOBER 2024

**TITLE:** NURSING SERVICES CLERK -PER DIEM

**LOCATION:** DMAVA – NJ VETERANS MEMORIAL HOME AT PARAMUS  
1 VETERANS DRIVE  
PARAMUS NJ 07652

**SALARY:** \$19.00/HR

**VACANCIES:** 2

**SHIFT TIMING:** 3PM-8PM WEEKDAYS  
**SHIFT TIMING:** 6:45AM-3:15PM WEEKENDS

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**AREA OF CONSIDERATION:** Application will be accepted from all interested candidates who meet the requirements listed below. Selection will be made from candidates who possess the requisite education, licensure, and experience requirements.

**CS JOB DESCRIPTION:** Under the direction of a supervisory nursing employee in charge of a hospital or health care facility nursing unit performs general clerical duties by preparing, compiling, and maintaining necessary records in the unit; does other related duties.

**EXPERIENCE:** One (1) year of experience performing clerical work in a medical or long - term care facility or office.

NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.

**PRE-EMPLOYMENT:** Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information. Additionally, in accordance with the Department of Military and Veterans Affairs Departmental Directive #20.1 Drug Testing Policy for employees, if you are called for an interview and you are chosen to continue with the pre-employment processing you must consent to undergo drug testing for controlled and dangerous substances.

**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  
Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicles being operated.

**RESIDENCY LAW:** In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**HOW TO APPLY:**

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS by CLOSING DATE TO:

Mail: ATTN: Human resources, Paramus Veterans Memorial Home  
1 Veterans Drive Paramus NJ 07652  
E-Mail: [ParamusHR@dmava.nj.gov](mailto:ParamusHR@dmava.nj.gov)  
Fax: (201) 967-8659

Application may be obtained from our website at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>

the Human Resources Division or you may request an application from the email provided.

**NJ Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**