



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:06-23**

**Title:** Employment Services (Clerical)

**Number of Vacancies:** 1

**Work Location:** 100 Camp Drive,  
Sea Girt, NJ, 08750

**Posting Period: From** 1/5/2023 to Open until filled

**Salary:** (Q88) \$20.00/hour

**Workweek:** Hourly-Weekend/Nights/Holidays

**Program:** National Guard Training Center

**Scope of Eligibility:** Application will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**Job Description:** Under immediate supervision of the Lodge Manager, performs routine, repetitive clerical work of a varied nature which includes a relatively small proportion of difficult tasks; does other related duties as required. Answer the phone at the Lodge front desk. Book reservations utilizing hotel management software for individuals and groups. Great guests and provide electronic room key, refer guests to local amenities and venues, process payments, and communicate guest's requests and complaints to the Lodge Manager.

#### Civil Service Commission Requirements

**Education:** High School diploma/GED required.

**Note:** Excellent oral and written communications skills is required.

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside 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 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

**New Jersey 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.**