



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #:07-23

Title: Employment Services (Clerical)

Number of Vacancies: 5

Work Location: 132 Evergreen Rd.
Edison, NJ, 08818

Posting Period: From 1/23/2023 to Open until filled

Salary: (Q88) \$20.00/hour

Workweek: Hourly

Program: Menlo Park Veterans Memorial Home-

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, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required.

Special Note: Effective January 13, 2022, the Executive Order #283 and the final ruling by the U.S. Supreme Court mandates all staff working in long-term care facilities and nursing homes to be fully vaccinated against COVID-19. Please do not submit your vaccination records at this time. NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually

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

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) 530-6888.

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.