



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 25-20

Posting Period: From 12/11/2020 To 1/4/2021

Title: TES Clerk

Salary: \$15/Hour

Number of Vacancies: One (1)

Workweek: Monday – Friday, 8:00am – 3:30pm

Work Location: N.J. Department of Military and Veterans Affairs
Veterans Haven North
200 Sanatorium Road, Glen Gardner, NJ 08825

Scope of Eligibility: Open to candidates who meet the requirements below.

Job Description: Types correspondence of varied types, including reports and recommendations of a confidential nature. Reviews, sorts, and routes incoming correspondence and personally prepares letters on routine matters which generally are not reviewed by the Division Director. Prepares correspondence for the review and signature of the Division Director entailing a wide knowledge of department procedures, programs, functions and policies. Obtains pertinent materials from the files of the Department and from other sources and puts it into usable form for the review and use of the Division Director and prepare memoranda and summaries. Provides information to those requesting it, including division personnel; the representatives of State, Federal, local and other groups, organizations and agencies; and to the general public in accordance with department policy and when so required, interviews callers at the office. Maintains a schedule of appointments and the daily engagement calendar of the Division Director. Prepares agenda of meetings, sends out notes of meetings and types minutes from notes and/or recording equipment.

Civil Service Commission Requirements

PREFERRED SKILL SET: Experience with the Microsoft Office Suite and any additional computer software.

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) 530-7038.

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.