



State of New Jersey

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

LISA J. HOU, D.O.
Colonel
Adjutant General (Interim)

STATE EMPLOYEE VACANCY ANNOUNCEMENT NO. 75-21

OPENING DATE: 06 May 2021 **CLOSING DATE:** 23 September 2021
(Applications must be received or post-marked by the closing date)

POSITION: Summer Seasonal Clerical Work (May – October)
\$15.00 per hour

DUTY STATION: N.J. Department of Military and Veterans Affairs
Locations available are as follows:

Work Location: BG William C. Doyle Cemetery - 350 Province Line Road Wrightstown, NJ 08562

Please specify which location you are applying for.

AREA OF CONSIDERATION: Application will be accepted from all interested New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

DESCRIPTION OF POSITION: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

BASIC QUALIFICATIONS REQUIRED:

MUST BE 18 YEARS OF AGE OR OLDER TO APPLY (Proof Required).

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.

RESIDENCY LAW: 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.

The 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.