



**State of New Jersey**  
**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
**NEW JERSEY VETERANS MEMORIAL HOME AT VINELAND**  
**524 NORTHWEST BOULEVARD**  
**VINELAND, NEW JERSEY 08360-2895**

PHILIP D. MURPHY  
*Governor*  
*Commander-in-Chief*

SHEILA OLIVER  
*Lieutenant Governor*

☆  
JEMAL J. BEALE  
*Brigadier General*  
*The Adjutant General*

**STATE WIDE POSTING**

**August 20, 2019**

**TITLE:** **MEDICAL RECORDS SUPERVISOR, (RHIT Required)**  
**(Provisional Appointment Pending Open Competitive or**  
**Promotional Examination)**

**LOCATION:** **NJ Veterans Memorial Home at Vineland**  
**524 N. W. Boulevard**  
**Vineland, NJ 08360**

**SHIFT:** **9 A.M. – 4:30 P.M.**      **DAYS OFF: Saturday/Sunday**

**SALARY:** **R19 – (\$49,010.19 - \$69,201.51)**

**DEFINITION:** Under the direction of a supervisory official in a State department responsible for patient/client medical records, or in a local medical/health institution, organizes and supervises the activities of the medical records center including statistical compilation and reporting, medical care evaluation and medical records maintenance; does other related duties.

**CERTIFICATION:** Certification as a Registered Health Information Technician by the American Health Information Management Association.

**EXPERIENCE:** Three (3) years of experience in a medical records center of a hospital or health care facility.

**NOTE:** Certification as a Registered Health Information Administrator by the American Health Information Management Association may be substituted for two (2) years of the above experience.

**NOTE:** SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority

without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** Interviews will be afforded based on the cover letter and resume submitted.

**SUBMIT LETTER OF INTEREST AND A RESUME TO:**

MaryAnn Brown  
Manager, Human Resources  
NJ Veterans Memorial Home at Vineland  
524 N. W. Boulevard  
Vineland, NJ 08360

Fax: 856-794-5834

Email: [MaryAnn.Brown@dmava.nj.us](mailto:MaryAnn.Brown@dmava.nj.us)

**No Later than: September 3, 2019**