



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

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JEMAL J. BEALE
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V51-19**

OPENING DATE: 21 August 2019

CLOSING DATE: 28 August 2019

POSITION: Clerk Typist, A06
(\$27,925.91 – starting salary for new hire)

DUTY STATION: N.J. Department of Military and Veterans Affairs
BG William C. Doyle Veterans Memorial Cemetery

AREA OF CONSIDERATION: Application will be accepted from all interested applicants who meet the requirements listed below. Selection will be made from among the best qualified.

DESCRIPTION OF POSITION: Does typing of various nature. Must be able to use a computer and various types of office software, digital imaging software, Wide Area and Local Area Network based programs in order to prepare, process and develop burial records and pre-registration files. Researches military records, forms and/or documents and provides information to requestor. Use internet for work related research. Provides courteous, accurate, and timely responses to requests for information regarding policy and procedures.

BASIC QUALIFICATIONS 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 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 State of NJ 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 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.

HOW TO APPLY:

FOR APPOINTMENT CONSIDERATION: Applicants who desire consideration must complete an "Application for Employment" and submit a cover letter, resume of experience and copy of all license/certifications. Completed form must be forwarded by the closing date either electronically to CareersCentral@njdmava.state.nj.us or by FAX to 609-530-7192 or mail to NJDMAVA (ATTN: HRD-PMRS), PO Box 340, Trenton, NJ 08625-0340. 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.

EQUAL EMPLOYMENT OPPORTUNITY: Selection will be made without consideration of race, religion, sex, affectional or sexual orientation, marital status, national origin, age, lawful political or other affiliations, membership or non-membership in an employee organization, physical disability which does not prevent normal performance of duties, or other non-merit factors.