



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 124 - S	<b>ISSUE DATE:</b> December 29, 2025	<b>CLOSING DATE:</b> January 26, 2026
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<b>TITLE:</b> Clerk 1, Records	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Revenue and Enterprise Service	<b>TITLE CODE:</b> 20723 <b>RANGE:</b> A09
<b>UNIT:</b> Records Management	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 2300 Stuyvesant Avenue, Trenton, NJ	<b>SALARY RANGE:</b> \$38,026.99 - \$54,570.69

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking a Clerk 1 Records. Under the limited supervision of a Clerk 3, Records, or other supervisory official in a State department, agency, or institution, the incumbent will complete duties under the following areas:

- ❖ **Systematic Arrangement of Records:** Responsible for the systematic arrangement of records for the storage of confidential and other important documents, microfilm, and alternate media in secured areas of the State Records Center; check, sort, code, index, store, and file records, documents, and other confidential materials in accordance with the established filing system used by the Division; retrieve requested boxes from designated storage locations based on inventory lists provided by the supervisor (must be able to lift up to 40 lbs.).
- ❖ **Data Entry and Retrieval:** Enter and/or retrieve information on a computer terminal; data enter requests in the Records Inventory Management System (RIMS) for tracking and logging all records center inventory, including all client/agency information and billing information; generate "pull slips" for file or box requests.
- ❖ **Records Management:** Locate and remove records from files in response to authorized requests; track materials removed from files to ensure that borrowed files are returned; scan or read incoming materials to determine how and where they should be classified or filed; verify that boxes retrieved for disposal match requests from clients and inventory lists; assign, record, and stamp identification numbers or codes to index materials for filing; identify and label newly submitted boxes for record storage; Manually shelve labeled boxes from agency clients in designated storage locations; perform periodic inspections of materials or files to ensure correct placement, legibility, and proper condition; remove and dispose of outdated files and/or materials.
- ❖ **Communication and Support:** Answer telephone and e-mail questions regarding records and files; escalate more difficult inquiries to supervisor.
- ❖ **Log and Report Maintenance:** Record and/or maintain simple logs or reports of information pertaining to filing, data entry and retrieval, or record processing activities.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Experience:** One (1) year of experience in clerical work involving the checking, sorting, indexing and/or filing of records.

### IMPORTANT NOTES

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

### GENERAL INFORMATION

**Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.



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### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on January 26, 2026:**

- Cover letter/Letter of interest
- Resume

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025- 124 - S Clerk 1 Records" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*