



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 1, 2021 NOTICE OF JOB VACANCY #21-139

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Clerk Driver

SALARY: \$29,701.17 to \$41,195.61

LOCATION: Division of Law
124 Halsey Street
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of a supervisory official in the Division of Law performs routine clerical duties of a varied nature, drives a light truck or other motor vehicle, and delivers and picks up messages, materials, and supplies of varied types; does other related duties as required.

REQUIREMENTS

LICENSE: Appointees must possess a driver's license valid in New Jersey.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please submit a cover letter indicating interest in job vacancy announcement #21-139 and a current resume on or before the closing date of April 15, 2021:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

