



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

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

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### July 22, 2021 NOTICE OF JOB VACANCY #21-210

Temporary employment services opportunities currently exist with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Clerk Typist)

**SALARY:** \$15.90 to \$17.94 per hour

**LOCATIONS:** Division of Administration  
Human Resource Management Office  
Classification and Records Management  
25 Market Street  
Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under direct supervision, answers phones and takes messages; maintains and organizes files; scans documents and records using electronic scanning equipment; boxes up and archives files for records retention; lifts and moves heavy boxes; basic and repetitive typing of office documents and correspondence; completes forms and form letters; categorizes and indexes scanned files; opens and distributes mail; forwards personnel files to other State agencies; understands and applies records retention schedules; and handles confidential Human Resources information and documents while maintaining confidentiality; does other related duties as required.

#### **REQUIREMENTS**

**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.

**SPECIAL NOTE:** A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) will be scheduled or administered during the interview process. Applicants who have taken a typing/keyboarding test administered by the Civil Service Commission (CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again but proof must be submitted with resume. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 25 net words per minute. Net words equals total words per minute minus errors.

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**PREFERENCE:** Preference will be given to candidates with knowledge of or prior experience using scanning equipment.

**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 #21-210 with a typing proficiency certificate or score report from a CSC approved typing/keyboarding test (if applicable) and a current resume on or before the closing date of August 5, 2021:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

