



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANDREW J BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 17, 2021 NOTICE OF JOB VACANCY #21-326

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Juvenile Justice Commission for current State employees with permanent service in a competitive title, or the approved non-competitive title, who meet the requirements specified below:

TITLE: Senior Audit Account Clerk

SALARY: \$31,597.90 to \$43,913.68

LOCATION: Juvenile Justice Commission
New Jersey Training School
Monroe Township, NJ 08831

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a Principal Audit Account Clerk or other supervisory officer in the Juvenile Justice Commission, examines and checks calculations for completeness and accuracy, makes determinations and computations requiring a working knowledge of departmental rules, regulations, and policies, prepares and verifies payrolls, and/or may take the lead in a group of Audit-Account Clerks or other clerical employees; perform other related duties.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the preparation, review and verification of financial records for correctness, completeness, and legality.

LICENSE: Appointee 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.

RESUME NOTE: Eligibility determination 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 send a cover letter indicating interest in job vacancy announcement #21-326 and a current resume on or before the closing date of October 1, 2021 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources - Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

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.

