



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

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Acting Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### January 5, 2022 NOTICE OF JOB VACANCY #22-29

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 Clerk Typist

**SALARY:** \$32,229.86 to \$44,791.97

**LOCATION:** Juvenile Justice Commission  
Chaplaincy Services  
1001 Spruce St., Suite 202  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies; performs other duties as required.

#### **REQUIREMENTS**

**EXPERIENCE:** One (1) year of experience in clerical work including typing.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**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.

**SPECIAL NOTE:** A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) is required to be appointed to this title. Applicants who have taken a typing/keyboarding test administered by the Civil Service Commission (CSC) or an approved representative of CSC and have a passing score on file with CSC are not required to be tested again. Applicants who do not have a typing proficiency report on file with CSC must pass a typing test to be appointed. 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.

**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 send a cover letter indicating interest in job vacancy announcement #22-29, 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 January 19, 2022 to:***

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto: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.

