



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

June 9, 2022

NOTICE OF JOB VACANCY #22-322

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Victims of Crime Compensation Office, 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: Victims of Crime Compensation Office
Administration
50 Park Place
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close 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.

SPECIAL NOTE: A five-minute qualifying typing/keyboarding test (scored on a pass/fail basis) may be scheduled or administered during the interview process. Applicants who have already 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 who have not taken and passed as CSC approved typing test, will be tested, if selected, and 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.

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 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.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-322, proof of successful completion of a CSC approved typing test, if applicable, and current resume on or before the closing date of June 23, 2022 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

“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.

