



## 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*

MATTHEW J. PLATKIN  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**November 29, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-638**

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

**TITLE:** Payroll Clerk  
**SALARY:** \$31,519.11 to \$43,717.26  
**LOCATION:** Division of Administration  
Human Resource Management  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ 08625

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

**DUTIES:** Under the close supervision of a Personnel Assistant 1 or other supervisory official the Division of Administration, Department of Law and Public Safety; does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records; does other related duties as required.

### **REQUIREMENTS**

This is an entry level position and as such does not have any formal education or experience 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.

**RESUME NOTE:** Eligibility determinations are based solely upon the information presented on your resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation, approved by the Civil Service Commission, indicating its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

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 #22-638 and a current resume on or before the closing date of December 13, 2022 to:***

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

**OR**

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

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. 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.



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