



## State of New Jersey

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

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*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

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*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**May 16, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-317**

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

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

**SALARY:** \$17.99 to \$20.33 per hour

**LOCATION:** [Division of Administration](#)  
Human Resource Management  
25 Market Street  
Trenton, NJ

**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, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required. Please see the Civil Service Commission (CSC) job specification for additional information:  
<https://info.csc.state.nj.us/jobspec/23233.htm>

### **REQUIREMENTS**

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

**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:** 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:** 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:** 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.

**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.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

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

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-317 with a typing proficiency certificate or score report from a CSC approved typing/keyboarding test (if applicable) and a current resume to the Recruitment Coordinator via email at [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov) on or before the closing date of **May 30, 2023**.

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.

