



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

MATTHEW J. PLATKIN  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

### February 7, 2023 NOTICE OF JOB VACANCY #23-72

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

**TITLE:** Clerk Typist

**SALARY:** \$30,227.90 to \$41,848.79

**LOCATIONS:**

Division of Law  
25 Market Street  
Trenton, NJ 08625  
**Ten (17) Vacancies**

AND

Division of Law  
20 West State Street  
Trenton, NJ 08625  
**One (2) Vacancy**

Division of Law  
124 Halsey Street  
Newark, NJ 07102  
**Three (4) Vacancies**

AND

Division of Law  
4 Echelon Plaza / 201 Laurel Road  
Voorhees, NJ 08043  
**Two (3) Vacancies**

**NUMBER OF POSITIONS AVAILABLE:** Twenty-Six (26) as indicated above. *Location preference required.*

**DUTIES:** Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

#### **REQUIREMENTS**

**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) will be scheduled or administered during the hiring 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.*

**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.

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 #23-72 with desired location preference and a current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov).

***This announcement will remain open until all vacancies are filled.***

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.

