



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ANDREW J. BRUCK  
*Acting Attorney General*

PATRICK J. CALLAHAN  
*Colonel*

## November 17, 2021 NOTICE OF JOB VACANCY #ADMIN 15-20S

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for State employees only, with permanent status, who meet the requirements listed below:

**TITLE:** Senior Stock Clerk  
**SALARY:** \$37,482.59 - \$52,387.85 (40 ww)  
**LOCATION:** Division of State Police  
Administration Section  
Facility & Asset Control Bureau  
Warehouse & Asset Control Unit  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** Under supervision of a Supervising Stock Clerk or other supervisor in a state department, institution, or agency, either assumes the responsibility for a designated section of a large supply unit or takes the lead over a small number of stock clerks engaged in receiving, unloading, unpacking, sorting, issuing, shipping, delivering, and recording equipment, materials, and supplies of varied types; does other related duties.

### **REQUIREMENTS**

**EXPERIENCE:** One (1) year of experience in work involving receiving, storing, and recording parts, materials, and supplies of varied types in an organized storeroom.

**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 will be based upon information presented in the 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 will result in your ineligibility.

*If interested, please send a cover letter indicating job vacancy number and a current resume before the closing date of November 30, 2021 to:*

[NJSPResumes@njsp.org](mailto:NJSPResumes@njsp.org)

**-OR-**

*Lavonda Wright, Manager I  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068*

The New Jersey Division of State Police 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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