



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

**September 1, 2023**  
**NOTICE OF JOB VACANCY**  
**#FTSS 05-23P**

Opportunities currently exist within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

**TITLE:** Clerk Typist 1, Evidence Handling  
**SALARY:** \$34,298.16 - \$47,727.60  
**LOCATION:** Forensic & Technical Services Section  
Office of Forensic Sciences  
East and North Laboratory  
Sea Girt and East Hanover NJ

**NUMBER OF VACANCIES:** Two (2)

**DUTIES:** Under direction of a supervisory officer performs evidence-handling duties as well as clerical work including typing of reports, documents, and correspondence; does other related duties.

**\*Please indicate your preferred work location on the cover letter (East or North).**

### **REQUIREMENTS**

**EXPERIENCE:** One (1) year of experience in clerical work including the receipt, verification, recording and storage of evidence.

**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.

**SPECIAL NOTE:** Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

***If interested, please send a cover letter indicating the job vacancy number and a current resume before the closing date of September 14, 2023, to:***

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

**-OR-**

*Lavonda Wright, Manager 2  
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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