



State of New Jersey

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

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Attorney General

PATRICK J. CALLAHAN
Colonel

April 23, 2021 NOTICE OF JOB VACANCY #OFS 06-21S

Opportunities currently exist 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: Clerk Typist 1, EH
SALARY: \$32,319.92 - \$44,974.82
LOCATION: Division of State Police
Office of Forensic Sciences Bureau
South Lab; Central Lab/DNA Lab; North Lab; East Lab
Hammonton, Hamilton, Little Falls, Sea Girt, NJ

NUMBER OF VACANCIES: Five (5)

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.

REQUIREMENTS

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

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

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 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 May 6, 2021 to:

NJSPResumes@njsp.org

-OR-

Terri Kuntz, 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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