



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 15, 2021
NOTICE OF JOB VACANCY
#SIS 06-21S

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: Clerk Typist 2, Evidence-Handling
SALARY: \$38,371.30 - \$53,744.56 (35 ww)
LOCATION: Division of State Police
Special Investigations Section
Regulatory & Investigative Services Bureau
Evidence Management Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Under direction of a supervisory official, in State Forensic and Toxicology Laboratories in the Division of Criminal Justice or State Police in the Department of Law and Public Safety, or in a County Medical Examiner's Office or Prosecutor's office, performs evidence-handling duties as well as clerical work including typing of a complex and/or technical nature; takes the lead over unit staff; does other related duties.

REQUIREMENTS

EXPERIENCE: Two (2) years 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.

If interested, please send a cover letter indicating job vacancy number and a current resume before the closing date of April 28, 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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