



# N.J. PUBLIC EMPLOYMENT RELATIONS COMMISSION

## NOTICE OF VACANCY

POSTING #: 2023-002 <u>REPOST</u>	ISSUE DATE: December 5, 2023	CLOSING DATE: December 13, 2023
TITLE: CLERK TYPIST – 2 Positions	OPEN TO: State-Wide – Classified, Non-Competitive Position	
SECTIONS: Unfair Practices & Representation and Legal & Administration	TITLE CODE: RANGE: A06	
LOCATION: 495 W. State St., Trenton, NJ	SALARY RANGE: \$31,285.88 - \$43,313.50	

### POSITION DESCRIPTION

**GENERAL INFORMATION:** The Public Employment Relations Commission (PERC) is seeking Two (2) Clerk Typists to serve as receptionist, front desk support and commission support and general support for the UPR Section. PERC deals with labor relations issues involving public employers, public employees, and unions that represent public employees. Such issues include representation matters, the scope of negotiations, unfair practices, mediation, fact-finding, and arbitration. **NOTE:** This is a REPOST. If you have already applied for this position with PERC you do not need to apply again.

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

**EXAMPLES OF WORK:**

- Checks and compares finished copy.
- Composes simple correspondence.
- Prepares and keeps records.
- Addresses, stamps, and mails department correspondence.
- Operates numbering, time stamping, and dating machines.
- Hand stamps letters, papers, and other documents, and sorts and files, cards, letters, forms, and other documents.
- Gives information according to PERC regulations and policy, in person and by telephone.
- Answers the telephone and takes messages accurately.
- Other clerical and secretarial duties as needed.

### REQUIREMENTS

**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.

### INSTRUCTIONS

Interested applicants should submit a resume and cover letter to: [resumes@perc.state.nj.us](mailto:resumes@perc.state.nj.us) or mail to:

Recruitment  
PERC  
P.O. Box 429  
Trenton, NJ 08625-0429

### IMPORTANT NOTES

**EQUAL OPPORTUNITY:** New Jersey is an Equal Opportunity Employer.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.

**RESIDENCY:** Please note Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.