



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023-001-D	ISSUE DATE: January 31, 2023	CLOSING DATE: February 14, 2023
TITLE: Senior Clerk	OPEN TO: Division of Rate Counsel	
DIVISION: Division of Rate Counsel	TITLE CODE: 20043	RANGE: A 08
UNIT: Rate Counsel	WORKWEEK: 35	
LOCATION: 140 East Front Street, Trenton, NJ 08608	SALARY RANGE: \$32,874.46 - \$45,687.76	

POSITION DESCRIPTION

The Division of Rate Counsel seeks to hire a Senior Clerk to assist staff within the division. The incumbent will assist with copying and distributing case files to the appropriate personnel, assist with the maintenance of closed case files, storage rooms and preparing files for archiving. Responsible for the processing of incoming and outgoing mail. On a daily basis, retrieves incoming mail from the mail room. Delivers outgoing mail to mail room. As needed, assists with hand deliveries and other mail-related matters. Assists in maintaining consumer inquiries and filing of complaints. Provides photocopy services for the division. Copy, assemble and prepare office publications for distribution, assist legal staff with copying and serving legal documents. Ensures copy machines are stocked with paper and heavy duty staplers are filled with staples. Monitors fax and copy machines, including daily checks, timely fax distributions, and ensuring that fax and copy machines are supplied with paper at all times. Performs other related duties.

POSITION REQUIREMENTS:

- Open to the following:** Open to full-time employees within the Division of Rate Counsel who have achieved permanent status and who meet the requirements listed below.
- Experience:** One (1) year of experience in general clerical work.

INSTRUCTIONS TO APPLY:

If you are qualified and are interested, please send your cover letter and resume via email by 5:00 p.m. on February 14, 2023 to:

Department of the Treasury
Division of Administration, Office of Human Resources
Attn: Elaina Cifelli
Email address: Management.Relations@treas.nj.gov
(Please list "2023-001-D –Senior Clerk- Rate Counsel " in the Subject Line)

Submissions must be received in a timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: *Sandi DeLuca*
Sandi DeLuca, Manager 1 Human Resources

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