



**INTERMITTENT POSTAL CLERK, TREASURY
NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES**

The New Jersey Department of the Treasury, Division of Revenue and Enterprise Services, is currently seeking candidates to perform work in the mail room within the Processing Operations Unit. The position is responsible for moving USPS mail cages on wheels weighing up to **220 pounds**; moving and stacking regular hat boxes weighing up to 20 pounds; moving and stacking check boxes up to 10 pounds; stacking empty pallets; moving loaded pallets using a pallet jack to and from the truck and around the floor; pulling checks and returns by document locator number (DLN) from storage; occasionally drive to pick up and deliver mail; sorting mail; does other related duties as required.

The positions are located at the Division of Revenue and Enterprise Services, 200 Woolverton Street, Trenton, New Jersey. The hours of work are 7:00 a.m. to 3:30 p.m., (40 hours per week), Monday through Friday. No prior experience is required. Positions are seasonal only. Health Benefits are not offered for these positions.

SALARY: \$15.42 per hour

REQUIREMENTS:

LICENSE: Appointees **MUST** possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

VETERANS PREFERENCE: [View More Information](#) or call the Department of Military Affairs at 1-888-865-8387.

If you are qualified and interested in this employment opportunity, please send your cover letter, resume, and application for employment **via email only**, by **February 26, 2020** to the address noted below. All submissions must be received **by 5:00 pm (close of business)** on the last day of the posting period.

**NJ Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "INTERMITTENT POSTAL CLERK" in the Subject Line)**

Your application for employment must be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. To obtain an application for employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

The State of New Jersey is an Equal Opportunity Employer