



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 152 - S	ISSUE DATE: October 23, 2024	CLOSING DATE: November 6, 2024
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TITLE: Data Entry Operator 4	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	TITLE CODE: 53295 RANGE: R18
UNIT: Various	WORKWEEK: 35 Hours
LOCATION: 200 Woolverton Street, Trenton, NJ	SALARY RANGE: \$54,351.06 - \$76,649.82

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking to hire (8) Data Entry Operator 4 candidates for the following units:

- Data Conversion & Control
- Processing-Scanning
- Processing-Imaging Review & QC
- Processing-Scanning Fitjitsu
- Processing-Batch Integrity/Remittance
- Processing-Document Operations

The primary function of this title is data entry and those tasks directly related to data entry. Candidates will spend a majority of their work time supervising staff responsible for entering, editing, updating, and verifying data. Candidates must be intimately familiar with the unit's data entry or optical scanning programs and equipment capabilities. Candidates will be responsible for organizing work flow, assigning duties and workloads, evaluating performance and effectively handling unexpected or special circumstances and peak workloads. Candidates will develop production schedules and program controls, analyze trouble reports and make recommendations to resolve or reduce the causes of problems and errors. Candidates will also coordinate the activities of the unit with those of other units in the agency. Candidates are expected to use considerable independence in utilizing the unit's personnel and equipment to meet workload objectives.

Additional Examples of Work are but not limited to:

- Operates keyboard, scanning or other input devices or equipment to transcribe data from standard source documents onto data storage or data processing equipment and/or through direct online hookup with a computer and instructs lower level operators in the proper care and use of equipment.
- Duplicates the operations of key data entry during verification either through rekeying, sight verification or verification software to ensure the quality of output; makes corrects to all error conditions and verifies the corrections.
- Maintains appropriate records for the calculation of statistical data and as necessary assists in determining job cost and developing production schedules.
- Detects hardware malfunctions and takes corrective action where possible; if unable, notifies supervisor immediately.
- Trains new employees towards an understanding of section procedures and all jobs in the data center.
- Priorities source documents for scanning according to processing schedules.
- May use Optical Character Recognition (OCR) software to convert scanned images of handwritten, typewritten or printed text into machine-encoded text.

Preferred Skills:

- Knowledge, understanding, and experience with Microsoft Office (Word and Excel).

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience:

Four (4) years of experience in the operation of an electronic data entry input device and/or alphanumeric keyboard to transcribe data into data processing equipment or computer.

Special Note:

For positions where speed and volume are a factor, appointees will be required to demonstrate proficiency in keyboarding, typing, and/or document scanning.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

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

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.



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INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by **5:00 p.m. on November 6, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 152 -S - Data Entry Operator 4" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer