



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025-002- P	ISSUE DATE: January 6, 2025	CLOSING DATE: January 21, 2025
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TITLE: Data Entry Operator 1	OPEN TO: General Public
DIVISION: Revenue and Enterprise Services	TITLE CODE: 53292 RANGE: A09
UNIT: Multiple	WORKWEEK: 35 Hours
LOCATION: 200 Woolverton Street, Trenton, New Jersey	SALARY RANGE: \$36,741.05 - \$51,126.92

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services is seeking candidates for the Data Entry Operator 1 title. Under close supervision, appointees may use an alphanumeric keyboard, image scanner, or other data entry input device to enter, edit, and/or update data from a standard source document into a prescribed computer system for storage, processing or data management purposes; compares entered data to source document to ensure the accuracy of input and re-enters or edits inaccurate data where necessary. Performs other related duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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.

POSITION REQUIREMENTS

- Education & Experience:** This is an entry-level position. Formal education and experience are not required.
- Special Note:** Appointees may be required to demonstrate proficiency in keyboarding, typing, and/or document scanning.

IMPORTANT NOTES

- Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.
- Open to current Treasury Intermittent employees:** Intermittent employees who have completed a working test period in the one of the below titles:
- Intermittent Data Entry Operator 1
 - Intermittent Clerk Treasury
 - Intermittent Senior Clerk Treasury
 - Intermittent Postal Clerk Treasury
 - Intermittent Technical Assistant 3 Treasury title.



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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, 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.

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 January 21, 2025:

- 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 "2025- 002 - P - Data Entry Operator 1" 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