



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 077 - P	ISSUE DATE: July 16, 2025	CLOSING DATE: July 30, 2025
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TITLE: Clerk	OPEN TO: General Public
DIVISION: Pensions and Benefits	TITLE CODE: 20042 RANGE: A09
UNIT: Mailroom	WORKWEEK: 35 Hours
LOCATION: 50 West State Street, Trenton, NJ	SALARY RANGE: \$38,026.99 - \$54,570.69

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Pensions and Benefits is seeking a Clerk within the Mailroom Unit. Under immediate supervision, performs routine, repetitive clerical work of a varied nature as a beginner at the entrance level of employment which includes a relatively small proportion of difficult tasks; does other related duties as required. Duties may include but are not limited to:

- Assist in the administration of the day to day operations of the Mail Processing Section. Delivery and Pick-up of Mail throughout the Division twice daily.
- Possesses an understanding of each automated system within the Mail Processing Section sufficient enough to ensure uninterrupted performance. Ensure work schedules are coordinated between sections and completed according to established time frames. Process incoming and outgoing mail and separates Director's, Assistant Director's, personal and confidential mail from regular mail.
- Ensure each mail is time stamped based on date received. Ensure Certified, registered and express mail will be logged to the appropriate Section, Unit, or individual daily. Process outgoing certified mail spousal letters. Process mass mailings using inserter/ folding/ sealer mail machine. Process FedEx packages for FedEx delivery pick-up. Handle Special Delivery Mail by picking up and delivering disability medical review packets and other special deliveries to and from outside vendors, contractors, and state offices.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

POSITION REQUIREMENTS

Education & Experience

This is an entry level position and as such there are no formal education and/or experience requirements.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.



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GENERAL INFORMATION

Vacancy Notice:

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

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 July 30, 2025:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov
(Please list the "2025 -077-P Clerk" 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