



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 079 - P	ISSUE DATE: July 16, 2025	CLOSING DATE: July 30, 2025
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TITLE: Data Entry Operator 1	OPEN TO: General Public
DIVISION: Pensions and Benefits	TITLE CODE: 53292 RANGE: A09
UNIT: Optical Disk	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 Data Entry Operator 1 within the Optical Disk Unit. Under the close supervision of Data Entry Operator 4 or other supervisory official in a state department, institution, or agency or local government agency performing data entry; uses 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 accuracy of input and reenters or edits inaccurate data where necessary; does other related duties as required.

The incumbent will review and prep hard copy documents by reviewing header sheet information for the following information: Pension Fund, Section User ID, and Type of Work. Remove staples and place separate sheets between different document types and members. Documents must have membership number and first (4) letters of member's last name recorded on the documents. Review the source document and make determination of proper code to be used. Count documents in batch and record on the header sheet. Indicate type of batch, e.g. single, mixed, doubles, etc. Scan documents through digital image scanner which captures the image of the document and stores them in electronic form in the File Net system. Select proper document funding and setting template on scanner. Feed documents through scanner, periodically checking for skewed or illegible images. Enter scanning productivity into batch tracking system which includes number of pages scanned and time spent scanning batch.

Prioritize batches by sorting the batches for processing according to type of work and priority work (Queue Work-Retirements, Death Claims, and Purchase) must be processed within 48 hours from receipt of documents. Define batch in optical disk batch tracking system. Enter date received, type, fund, and section. Create and assign a batch number to be used throughout the entire conversion process and enter prepping information and productivity into batch tracking system. Maintain hardware by performing minor adjustments on scanners as well as contacting appropriate vendor for preventative maintenance and hardware malfunctions.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, 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.



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POSITION REQUIREMENTS

Education & Experience

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

Special Note:

Appointees may be required to demonstrate proficiency in keyboarding, typing and/or document scanning.

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.



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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 July 30, 2025:

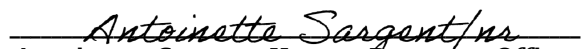
- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 079 - P Data Entry Operator 1" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:


Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer