



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: April 19, 2024

Posting No.: 171-24

TITLE: Clerk Typist **SALARY:** \$31,285.88 - \$43,313.48

LOCATION: Northern State Prison, Classification Unit – Newark, NJ

JOB DESCRIPTION: Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

REQUIREMENTS

LICENSE: Appointee will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: Candidates are required to pass a typing proficiency test with a minimum net score of 25 words per minute.

****** Qualified candidates will be granted interviews on a first-come, first served basis. ******

RESIDENCY REQUIREMENT: Newark residents receive first hiring preference.

PLEASE INCLUDE RESUME IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 3, 2024.

Forward Response To: Northern State Prison
Human Resources Department
168 Frontage Road
Newark, NJ 07114

Emailed resumes are to be sent only to: DOC_OHR-Region8@doc.nj.gov

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or please [click here](#). If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ “SAME” program, your supporting documents must be submitted along with your resume by the closing date indicated above.