



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
 Governor  
**Sheila Y. Oliver**  
 Lt. Governor  
**Sarah Adelman**  
 Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

<b>JOB POSTING NUMBER</b>	508-21	<b>ISSUE DATE</b>	4/1/2021	<b>CLOSING DATE</b>	4/15/2021
<b>TITLE</b>	Payroll Clerk or Senior Payroll Clerk (2 Full time positions)				
<b>LOCATION</b>	New Lisbon Developmental Center 104 Route 72 E. PO Box 130 New Lisbon, NJ 08064	<b>RANGE</b>	W07 or W09		
		<b>SALARY</b>	(W07) \$29,701.17 to \$41,195.61 or (W09) \$32,319.92 to \$44,974.82		
		<b>OPEN TO</b>	Public		
<b>DEFINITION</b>	<p><b>Payroll Clerk:</b> Under direct supervision of a Supervising Payroll Clerk or other supervisory official, does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records; does other related duties as required.</p> <p><b>Senior Payroll Clerk:</b> Under general supervision of a Supervising Payroll Clerk or other supervisor, performs the more difficult and complex clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records, and/or takes the lead in a small clerical payroll unit; does related work as required.</p>				
	Available Shift:				
	(2) Monday through Friday: 9:00am – 4:30pm				
	Regular Days Off: Saturday and Sunday				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>					
<b>EXPERIENCE</b>	<b>Payroll Clerk:</b> This is an entrance level position and as such does not have any formal education or experience requirements.				
	<b>Senior Payroll Clerk:</b> One (1) year of experience in work involving processing payroll, or payroll and personnel activities.				
<b>NOTE</b>					
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
<b>LICENSE</b>	Appointees 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.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:nldc.resumes@dhs.nj.gov">nldc.resumes@dhs.nj.gov</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer