



**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, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

**Issue Date:** July 15, 2016

**Posting No.:** 220-16

**TITLE:** Clerk Typist **SALARY:** \$26,841.51- \$37,160.55

**LOCATION:** Central Reception and Assignment Facility, Classification Unit – Trenton, 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.

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

**NOTE: Candidates are required to pass a typing proficiency test with a minimum net score of 40 words per minute.**

**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, \*AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. 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 July 22, 2016.**

Forward Response To: Civilian Recruitment – Office of Human Resources  
Central Office Regional Personnel Services, Region 6  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be sent only to:** [Civilian.Recruitment@doc.nj.gov](mailto:Civilian.Recruitment@doc.nj.gov)