



**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 29, 2016

Posting No.: 230-16

TITLE: Principal Payroll Clerk **SALARY:** \$32,845.02 - \$46,004.10

LOCATION: South Woods State Prison, Office of Human Resources – Bridgeton, NJ

JOB DESCRIPTION: Under general supervision of a Supervisory Payroll Clerk or other supervisor, performs complex and highly responsible clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records which require the frequent exercise of independent judgment, and/or supervises a small group of clerical workers in a payroll or payroll and personnel unit; does related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in work involving payroll processing or payroll and personnel work.

LICENSE: 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.

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 August 12, 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