



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: August 26, 2016

Posting No.: 274-16

TITLE: Senior Payroll Clerk **SALARY:** \$27,665.16 - \$38,497.47

LOCATION: East Jersey State Prison, Payroll – Office of Human Resources – Rahway, NJ

JOB DESCRIPTION: 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.

REQUIREMENTS

EDUCATION: One (1) year of experience in work involving processing payroll, or payroll and personnel activities.

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, necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) 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 September 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