



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: October 7, 2016

Posting No.: 319-16

TITLE: Senior Audit Account Clerk **SALARY:** \$29,191.57 - \$40,569.46

LOCATION: Southern State Correctional Facility, Business Office – Delmont, NJ

JOB DESCRIPTION: Under the direction of a Principal Audit Account Clerk or supervisory officer in a state department, institution, or agency, examines and checks calculations for completeness and accuracy, makes determinations and computations requiring a working knowledge of departmental rules, regulations, and policies, prepares and verifies payrolls, and/or other clerical employees; does other related work.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the preparation, review and verification of financial records for correctness, completeness, and legality.

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 *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 October 24, 2016.

Forward Response To: William Saraceni, Manager, Human Resources
 Regional Personnel Services, Region 3
 Southern State Correctional Facility
 4295 Route 47
 Delmont, NJ 08314

Emailed resumes are to be sent only to:

William.Saraceni@doc.nj.gov