



**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
- State 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: April 13, 2018

Posting No.: 132-18

TITLE: Head Clerk **SALARY:** \$39,457.23 - \$55,413.51

LOCATION: Central Reception and Assignment Facility, Classification Unit - Trenton NJ

JOB DESCRIPTION: Under direction of an administrative officer in a state department, agency, or institution, has charge of the development and maintenance of clerical procedures and services of a large bureau or small division; interprets details of bureau and/or division policy as they affect clerical work of the department; sees that rules, regulations, policies, and procedures are observed as far as clerical work of the department is concerned; interprets with considerable independence the rules, regulations, policies, and procedures of the department to that portion of the public interested in or concerned with the work of the department; does other related duties as required.

REQUIREMENTS:

EXPERIENCE: Three (3) years of experience in work involving the processing of technical clerical work which involves independent interpretation of rules, regulations, policies, and procedures.

PLEASE INCLUDE RESUME 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 APRIL 27, 2018.

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