



**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. 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. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: January 14, 2022

Posting No.: 06-22

TITLE: Principal Payroll Clerk **SALARY:** \$39,921.50 - \$55,915.85

LOCATION: Central Office, Office of Human Resources, Region 6 Personnel Services – Trenton, NJ

JOB DESCRIPTION: Under general supervision of a Supervisory Payroll Clerk or other supervisory official in a state department, institution, or agency, 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, may take the lead over 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.

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 JANUARY 31, 2022.

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