



**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: March 8, 2024

Posting No.: 94-24

TITLE: Senior Clerk Typist **SALARY:** \$34,025.07 - \$47,286.84

LOCATION: South Woods State Prison, Programming and Supportive Services – Bridgeton, NJ

JOB DESCRIPTION: Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required.

More specifically, this position will provide clerical support to the Supervising Program Support Specialist and Assistant Social Work Supervisors in the state's largest correctional facility; Answer and route telephone calls; Respond to family and professional staff calls and emails; Take meeting minutes; Prepare legislatively mandated FRARA materials for all releasing offenders; All other duties as required.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in clerical work including typing.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE), IF APPLICABLE, 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 MARCH 22, 2024.

Forward Response To: Region 9, Office of Human Resources
South Woods State Prison
215 Burlington Road South
Bridgeton, NJ 08302

Emailed resumes are to be sent only to:

DOC_OHR-Region9@doc.nj.gov