



**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, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

**Issue Date:** May 20, 2022

**Posting No.:** 166-22

**TITLE:** Audit Account Clerk **SALARY:** \$29,635.20 - \$41,028.21

**LOCATION:** Adult Diagnostic & Treatment Center, Business Office - Avenel NJ

**JOB DESCRIPTION:** Under the direction of a Principal Audit Account Clerk, Clerk, or supervisory officer in a state department, institution, or agency, does routine clerical work relating to the review, verification, and preparation of financial records; does related work as required.

**REQUIREMENTS**

**NOTE:** 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 essential duties of the position.

**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 JUNE 6, 2022.**

Forward Response To: Dawn Graeme, Manager, Human Resources  
Regional Personnel Services, Region 2  
East Jersey State Prison  
Lock Bag "R"  
Rahway, NJ 07065

**Emailed resumes are to be sent only to:**

**DOC\_OHR-Region2@doc.nj.gov**