



New Jersey Office of Information Technology

NOTICE OF JOB VACANCY

ISSUE DATE: January 6, 2022

CLOSING DATE: January 21, 2022

POSTING OPEN TO: () OIT EMPLOYEES IN UNIT SCOPE(S):
() STATEWIDE (STATE EMPLOYEES ONLY)
(X) GENERAL PUBLIC

TITLE: Postal Clerk

POSTING # 2022-003

TITLE CODE: 20422

NUMBER OF POSITIONS: 1

SALARY RANGE: A09 \$33,625.65 - \$46,791.75

HOURS OF WORK: 6:00 a.m. – 3:00 p.m.

LOCATION: NJ Office of Information Technology
Enterprise Services – Print Services
930 Lower Ferry Rd.
Building #6
Trenton, NJ 08625 Ewing, NJ 08628

SPECIFIC TO THE POSITION: This position will sort the vendor-delivered printed matter going to the Treasury Central Post office. Knowledge of delivery manifest verification, control sheet verification, perform quality control on printed matter, sorting/processing of DOL reports, hold mail, delayed mail, banner sheets, DCA professional licenses and other government documents is a plus.

DEFINITION: Under direction of a Supervisor, Postal Services or other supervisory official in a state department or agency which has its own post office, does the routine work involved in collecting, sorting, distributing, recording, and stamping incoming and outgoing letters and packages; does related work as required.

REQUIREMENTS:

EDUCATION: This is an entry level position and as such there are no formal education and/or experience requirements.

EXPERIENCE: This is an entry level position and as such there are no formal education and/or experience requirements.

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.

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

Note on Degree Information: You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

Current State employees: Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/StateList.aspx>

The NJ Application for Employment can be found at: <http://www.nj.gov/it/docs/eo/DPF-663.pdf>

As a condition of employment with NJOIT, a background inquiry will be conducted.

<p>Electronic Filing Applicants are encouraged to file electronically. Forward your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references to recruiter1@tech.nj.gov Include the posting number in the subject line.</p>	<p>Alternate Filing: If unable to file electronically, applicants may forward your resume, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references (including posting #2022-003) to:</p> <p>Heather Pursell, Manager, Human Resources Office of Information Technology 300 Riverview Plaza, 4th Floor P.O. Box 212 Trenton, New Jersey 08625-0212</p>
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Authorized by: _____

Lisa Blauer, Chief of Staff