



**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:** September 3, 2021

**Posting No.:** 328-21

**TITLE:** Clerk Typist **SALARY:** \$29,054.12 - \$40,223.75

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

**JOB DESCRIPTION:** Under supervision, types and also performs routine, repetitive, clerical work of a varied nature; does other related duties as required.

**REQUIREMENTS**

**NOTE: Candidates are required to pass a typing proficiency test with a minimum net score of 25 words per minute.**

**\*\*\*\* Qualified candidates will be granted interviews on a first-come, first served basis. \*\*\*\***

**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 SEPTEMBER 13, 2021.**

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**

*The New Jersey Department of Corrections is an Equal Opportunity Employer*