NEW JERSEY CIVIL SERVICE COMMISSION
invites applications for the position of:

Senior Clerk Typist PS6580J (23233)

EXAM SYMBOL: PS6580JN
SALARY: $29,191.57 - $40,569.46 Annually
JURISDICTION: Rowan University
DEPT / UNIT: HIUG/J250 - Rowan University
OPENING DATE: 01/01/18
CLOSING DATE: 01/22/18 04:00 PM
RESIDENCY SCOPE: Not Applicable
APPLICATION FEE - NON-VETERAN: $ 25.00
APPLICATION FEE - VETERAN: $ 15.00

Open to employees in the non-competitive division who are currently serving in a title to which the announcement is open and have completed their working test period as of the closing date in the following title(s), and meet the requirements listed below:

TITLE: Clerk Typist

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 credit hours in secretarial science from an accredited college or university can be substituted for one year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English. You must attach a copy of your transcript to your application. Failure to do so will result in rejection from the examination process.

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. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION:

PLEASE NOTE: As of August 1, 2017, applications must be completed and submitted by 4:00 pm on the closing date.

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to the department and unit scope, and satisfying the permanent status requirement.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full- and part-time permanent employees. If an employment list results
from this announcement, it may be certified to fill full-time and part-time positions. If 35- and 40-hour positions are used within the unit scope, the resulting list may be used to fill either work week position.

4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.

5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of $15.00 if they have previously established Veterans Preference with the Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.

6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the unit scope indicated above. If you do not know your unit scope assignment, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the unit scope indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.

7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: NEOGOVsupport@csc.nj.gov. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.state.nj.us/csc

NJ Civil Service Commission
44 S. Clinton Avenue
Trenton, NJ 08609