



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Public Posting

POSTING #: 24-00178

TITLE: Postal Clerk

ISSUE DATE: 5/6/2024

TITLE CODE: 20422

CLOSING DATE: 5/27/2024

DIVISION: Administration

LOCATION: Ewing

UNIT: Support Services

RANGE: A09

SALARY: \$35,498.60-\$40,131.74

WORK WEEK: 40 hours

DESCRIPTION

The New Jersey Department of Transportation (NJDOT) is seeking candidates for the position of Postal Clerk within the Division of Administration, Support Services.

UNIT DESCRIPTION

The Division of Support Services provides all NJDOT employees with a safe, comfortable, effective, and efficient work environment. Support Services is responsible for the upkeep, maintenance and repair (electrical, plumbing, carpentry, HVAC, landscape, to include snow and ice removal) of the NJDOT facilities and grounds statewide, which include the Main Headquarters Complex in Ewing, Regional Headquarters Buildings, Maintenance Yards, Rest Areas, Weigh Stations, Airports and more. The Division is also responsible for the janitorial services, grounds - keeping, heating, air conditioning and ventilation services, warehouse and shipping, mail room, parking and security.

POSITION DESCRIPTION

Under the direction of a supervisor, the postal clerk operates and performs routine maintenance on various machines including: inserting and sealing machines, meter machines, automated presort machines or other presort operations, remote accounting system electronic scales and performs clerical duties in association to these.

Other duties include but are not limited to:

- Collects letters to be mailed, wraps, weighs, and stamps outgoing packages to assure proper postage and handling.
- Records registered, insured, and valuable letters and packages and express mail as required by federal regulation.
- Weighs and stamps outgoing letters to assure proper postage rates.
- Helps unload the mail truck and as required, drives the mail truck to assure continuity of service.
- Sorts interdepartmental mail.
- Maintains simple inventory records and stocks supplies.
- Maintains records of work completed, materials used, and time spent.
- Learn to utilize various types of electronic and/or manual recording and computerized information systems.

REQUIREMENTS

License: Appointee is required to possess a driver's license valid in New Jersey.

For more information regarding this position, please refer to: <http://info.csc.state.nj.us/jobspec/20422.htm>

Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of appointment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14 - 7 (L.2011, Chapter 70), also known as the "New Jersey First Act."

TO APPLY

You must apply through the NJDOT website at: <https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application and instructions can be found at link above)
- Current resume
- Letter of Interest

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

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

BENEFITS PACKAGE

As a NJ State Department, NJDOT offers a comprehensive benefits package including:

- Health Care (medical, prescription drug, dental & vision care)
- Pension
- Deferred Compensation
- 13 paid holidays
- Benefit Leave (12 vacation days, 15 sick days and 3 administrative days)
- Training & Tuition Aid Opportunities

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer