

SYMBOL: **PS5557J**

WEIGHT CODE: *

TITLE: **HEAD CLERK**

SALARY: **\$35,842.00 - \$50,336.00**

ISSUE DATE: **October 01, 2009**

CLOSING DATE: **October 21, 2009**

TITLE CODE: **20045/VYRXR0**

CLASS CODE: **16**

DEPARTMENT: **HIUG/STATE COLLEGES & UNIVERSITIES**

UNIT SCOPE: **J250 Rowan University**

APPLICATIONS MAY BE OBTAINED
FROM AND MUST BE RETURNED TO:

**Personnel Office
Rowan University
Glassboro, NJ 08028**

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Principal Clerk

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Experience: Three (3) years of experience in work involving the processing of technical clerical work which involves independent interpretation of rules, regulations, policies, and procedures.

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

1. N.J.A.C. 4A:4-2.6 states that all requirements listed, including assignment to the department and unit scope indicated, must be met as of the closing date.
2. The following information is available from your Personnel Office: class code and category definitions and designations; and the job specification, which includes a description of the position.
3. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
4. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both 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.
5. N.J.A.C. 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.**
6. **IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE.** However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician. Mail all material to NJCSC, Selection Services, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
7. If requested, college transcripts must be submitted to the attention of Selection Services, PO Box 310, Trenton NJ 08625, no later than six weeks from the announced closing date.