

**ENTRY LEVEL CLERICAL POSITIONS
JOIN THE JUDICIARY AND MAKE A DIFFERENCE**

The Judiciary of the State of New Jersey invites qualified applicants for the career service titles listed below to join our team in any of the 21 county trial courts or in the Supreme, Appellate, Superior or Tax Court Clerks' offices. The Judiciary offers a professional work environment with competitive salaries and a comprehensive benefits package. Starting salaries are normally at the minimum of the range, but may be slightly higher based on experience.

The following career service positions in the Judiciary Support Staff Band perform a variety of clerical and courtroom support operations. Our career service job titles are also subject to merit system tenure provisions as administered by the New Jersey Civil Service Commission.

Title	Salary Range as of July 3, 2010 Minimum – Maximum
Judiciary Clerk 3 and Judiciary Clerk 3 (Bilingual)	\$34,797 - \$52,703
Judiciary Account Clerk 2 and Judiciary Account Clerk 2 (Bilingual)	\$34,797 - \$52,703
Judiciary Clerk 2 and Judiciary Clerk 2 (Bilingual)	\$25,845- \$45,127
Judiciary Account Clerk 1 and Judiciary Account Clerk 1 (Bilingual)*	\$25,845- \$45,127
Judiciary Clerk 1 and Judiciary Clerk 1 (Bilingual)	\$24,468 - \$36,863
Court Services Representative and Court Services Representative (Bilingual)	\$24,468 - \$36,863

Successful candidates are required to pass the New Jersey Civil Service Commission Clerical Assessment Program test. In addition candidates for all titles except Judiciary Clerk 1 and Court Services Representative must pass an appointing authority qualifying examination to demonstrate keyboarding skills at the Judiciary standard of 25 words per minute. For all bilingual variants, a Bilingual Communicative Ability Test will be given at a later date.

Interested candidates should visit the New Jersey Civil Service Commission website at www.state.nj.us/csc/jobs/step7.htm#cap or call 609-292-4144 for information and instructions regarding the Clerical Assessment Program test, including a list of test centers throughout the state which offer testing on a monthly basis. Completed test applications should be sent to the New Jersey Civil Service Commission along with a \$25.00 fee prior to the test date.

Special Note for Veterans: In accordance with Public Law 2010 c:26, if you have established Veterans Preference with the Department of Military and Veterans Affairs (as defined by N.J.S.A 11A:5-1 et seq.), or are claiming Veterans Preference and are approved as of the issue date of this eligible list, a \$15 application fee is required.

* Starting salary is \$1,000 higher than the minimum of the range