

**NOTICE OF VACANCY**  
**State of New Jersey**  
**Higher Education Student Assistance Authority**  
**Quakerbridge Plaza**  
**Trenton, NJ 08625**

**REVISED**

**ISSUE DATE:** March 8, 2017

**CLOSING DATE:** April 10, 2017

**TITLE:** Postal Clerk - 40 hour workweek (non-competitive)

**SALARY:** \$30,455.78 - \$42,380.78 (A09)

**LOCATION:** Higher Education Student Assistance Authority  
Quakerbridge Plaza  
Trenton, NJ 08625

**DESCRIPTION:**

Under the direction of a supervisor in Facilities Services in the NJ Higher Education Student Assistance Authority, performs the following duties:

Supports the work of the mailroom, which includes assisting with: processing of outgoing and incoming mail; scheduling maintenance and repair; efficient use of all mail room equipment; making mail deliveries and pickups; and assists with the agency's annual Clean Up Day.

Responsible for warehouse operations, maintains an accurate and up-to-date inventory, and orders inventory on a weekly basis. Unloads pallets of inventory and delivers to appropriate departments within HESAA. Loads and unloads vehicle with surplus and obsolete equipment and furniture and takes offsite. Assists in the coordination of off-site record storage and long-term secured storage.

Assist with the motor pool, including: State inspections of vehicles; takes vehicles for scheduled repairs and preventive maintenance; prepares and updates records on authority vehicle mileage reports; performs monthly preventive safety inspections and performs simple, routine maintenance under direction of Supervisor.

Assist with HESAA's recycling and shredding program.

Assist with staff maintenance and facility requests. Follows up to ensure the work is completed in a timely manner. Maintains conference room equipment, furnishings, and cleanliness; inventories furnishings and ensures they are in working condition. Assist with office moves.

Assist management in scheduling and performing other Facilities Services as requested and other duties as assigned.

## **REQUIREMENTS:**

Must have driver's license as indicated below. Must be able to do the manual work involved with the distribution, collection, sorting, recording, and stamping of incoming and outgoing letters and packages. Must be able to load, unload and drive the mail vehicles. Must be able to do the routine manual work involved in operating one or more mail and inserting machines as well as receiving mail, packages and supplies. Must be able to perform routine maintenance required for continuous operation of mail room machinery. Must have good communication skills orally and in writing.

**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.

**Residency Requirement:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act,:" which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain, principal residence in the State of New Jersey. New Jersey state employees hired prior to September 1, 2011 who transfer from the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**This posting may result in personnel actions which will require final approval by HESAA and the Civil Service Commission.**

**INTERESTED CANDIDATES SHOULD EMAIL A COVER LETTER (REFERRING TO POSITION TITLE) INCLUDING SALARY HISTORY AND RESUME TO [kchilds-alexander@hesaa.org](mailto:kchilds-alexander@hesaa.org).**