



User: MAGDALENA FRANGOS

Juris Base: 122500 - Woodbridge Township - All Departments: Online

Job History

Employee ID: 000699423

Perm Service Entry Date: 06/27/2011

Employee Name: AVRIL LIMAGE

Perm Title Code: 04069

Job Number: 1

Perm Title Ed-level: K/5

Hire Date: 06/27/2011

Perm Title Class Code: 30

Total Salary:

Perm Appt Date: 06/15/2015

Essential Employee:

Working Test End Date: 09/15/2015

Effective Date	Transaction Code	RC	Department Name	Appt Type	CM	Title Code	Title Name	Request ID
☐ 11/14/2016	06-Separation	025	ADMINISTRATION AND FINANCE	RAP	01	04069	SPVR SR CITZNS ACTVTS	12250001111600001
☐ 06/15/2015	03-Conversion of Appt Type		ADMINISTRATION AND FINANCE	RAP	01	04069	SPVR SR CITZNS ACTVTS	12250001061500023
☐ 07/11/2014	08-Promotion		ADMINISTRATION AND FINANCE	PAP	01	04069	SPVR SR CITZNS ACTVTS	12250001071400028
☐ 07/11/2013	03-Conversion of Appt Type		ADMINISTRATION AND FINANCE	RAP	01	03256@	KYBRDG CLK 2	12250001071300004
☐ 10/01/2012	08-Promotion		ADMINISTRATION AND FINANCE	PAP	01	03256@	KYBRDG CLK 2	12250001101200021
☐ 06/27/2011	02-New Hire		ADMINISTRATION AND FINANCE	RAN	01	01268	KYBRDG CLK 1	12250001061100028

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Job Specification

KEYBOARDING CLERK 1

DEFINITION:

Under close supervision, performs routine, repetitive clerical work involving the processing of documents in a variety of functions; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Keyboarding clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

NOTE: Appointments may be made to positions requiring bilingual skills.

01271 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

07807 - Bilingual in Vietnamese and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Vietnamese and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Key enters or types documents from handwritten draft into draft or final form, according to prescribed formats, by transferring information onto letters, reports, schedules, and itinerary.

Key enters or types addresses on envelopes, or information on forms, form letters, or other form-type documents.

Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.

Key enters or types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, tapes, or other recording equipment.

Utilizes printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a lead worker or supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides general, routine information in person or over the telephone; refers complicated or non-routine inquiries to appropriate staff.

May assist in requisitioning, storing, and distributing office supplies.

Schedules administrative proceedings as required; may process requests for scheduling changes.

Operates various types of office and mail processing machines such as a keyboard equipment, typewriter, calculators, computer printers, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing print ribbons.

Key enters or types simple or routine reports and/or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

NOTE: Applicants will be required to demonstrate proficiency in keyboarding or typing.

LICENSE:

Appointee 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.

KNOWLEDGE AND ABILITIES:

Knowledge of office routines, equipment, and practices after a period of training.

Ability to operate an alphanumeric keyboard or typewriter with speed and accuracy, to produce documents such as letters, memos, reports, charts, forms and other materials.

Ability to format, use, and prepare forms, charts and other documents.

Ability to proofread documents and correct errors.

Ability to understand, remember, and carry out oral and written directions.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make simple arithmetic calculations and tabulations.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
01268		L	N		N/A	01		-
01271	Bilingual In Spanish And English	L	N		N/A	01		-
07807	Bilingual In English And Vietnamese	L	N		N/A	01		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

3/26/2011



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Job Specification

KEYBOARDING CLERK 2

DEFINITION:

Under limited supervision, performs moderately complex and non-routine clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work requiring the utilization of keyboarding or typing skills; formats, reproduces, corrects, adjusts and prints a variety of written material; key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; may provide guidance and assistance to staff; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.
03258 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

NOTE: Keyboarding clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

EXAMPLES OF WORK:

Operates a computer console, typewriter, or other key entry device to key, enter or type a variety of documents, maintain memory files of them, and provide necessary corrections and adjustments in the prepared text.

Key enters or types a wide variety of text materials from pencil copy, rough notes, detailed instructions or other sources to produce technical, scientific, financial, statistical and other reports or correspondence, memoranda, charts, bills, contracts, case files, and other documents into draft or final form according to prescribed formats.

Updates material and files, and maintains records of saved files including information on subject content, and special instructions.

Key enters or types addresses on envelopes, information on forms, form letters, or other form-like documents.

Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.

Selects, sets, and adjusts equipment and software to produce printed text in accord with predetermined standards or directives.

Key enters or types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, tapes, other recording equipment, or other sources.

May assist in training other employees in the operation of equipment and/or software used by the agency.

Provides guidance and assistance to staff.

Utilizes printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.

May operate a magnetic tape, card or other automatic typewriter.

Receives, screens, reviews and verifies documents.

Composes replies to routine correspondence.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a supervisor for resolution.

Organizes assigned work and develops effective work methods to Meet deadlines and work criteria.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides information in person or over the telephone; refers the more difficult inquiries to appropriate staff.

May assist in requisitioning, storing, and distributing office supplies.

Schedules administrative proceedings as required; may process requests for scheduling changes.

Operates various types of office and mail processing machines such as keyboard equipment, a typewriter, calculator, computer printer, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing printer ribbons.

When assigned to a school district, performs a variety of clerical, secretarial, and other administrative functions associated with the operation of a school or instructional program.

Key enters or types simple or routine reports and/or assists in the preparation of reports by gathering data, tabulating results, and/or preparing simple charts.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials.

NOTE: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be

substituted for the experience requirement indicated above. Coursework must include keyboarding/typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

NOTE: Applicants will be required to demonstrate proficiency in keyboarding or typing.

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.

KNOWLEDGE AND ABILITIES:

Knowledge of office routines, equipment, and practices.

Knowledge of performing difficult typing, keyboarding or other types of work necessary in producing a variety of documents.

Knowledge of the operation, technology, and application of word processing equipment, computer consoles, or other equipment and software used in the production of a variety of documents.

Ability to operate and work effectively with word processing systems or equipment, computer consoles, or other equipment and software used in the production of a variety of documents.

Ability to organize assigned work and develop effective work methods.

Ability to operate an alphanumeric keyboard or typewriter with speed and accuracy to produce documents such as letters, memos, reports, charts, forms and other materials.

Ability to format, use, and prepare forms, charts and other documents.

Ability to proofread documents and correct errors.

Ability to understand, remember, and carry out oral and written directions.

Ability to provide guidance and assistance to staff.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make simple arithmetic calculations and tabulations.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03256@		L	C		N/A	03		-
03258	Bilingual In Spanish And English	L	C		N/A	03		-

This job specification is for **local** government use only.
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2/11/2012



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Job Specification

SUPERVISOR OF SENIOR CITIZEN ACTIVITIES

DEFINITION:

Under direction, plans and supervises programs and employees in providing social, recreational, and educational activities for senior citizens; does related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plans and supervises programs with existing social agencies that will enrich the lives of the elderly; such programs are concerned with problems such as idleness, irresponsibility, employment, unemployment, and adult illiteracy.

Teaches methods of alleviating these problems by setting up social, recreational, and educational activities to assist elderly tenants in utilizing their spare time in creative involvements.

Initiates, organizes, and supervises the administration of clubs, meetings, lectures, group excursions, and other group endeavors.

Stimulates community awareness of older citizens and the need to include them in the ongoing life of the community.

Works to prevent the social isolation of older adults and help them remain active and contributing members of society.

Compiles, correlates, and reviews information regarding federal, state, and private foundation funds that are available to meet the needs of the elderly.

Applies for funding of programs and ensures compliance with program objectives.

Supervises the establishment of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience in programs serving senior citizens in the field of social work, public health, recreation, gerontology, psychology, and/or community organization work.

NOTE: Possession of a Master's degree in any of the above fields may be substituted for one (1) year of the required experience.

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.

KNOWLEDGE AND ABILITIES:

Knowledge of programs and problems pertaining to senior citizens.

Knowledge of purposes, methods, and theories of modern gerontology and their application to specific situations.

Knowledge of community agencies and resources available to senior citizens.

Knowledge of methods and procedures used to apply for or utilize community resources.

Ability to plan and supervise programs involving the social needs of the elderly.

Ability to organize assigned work and develop effective work methods.

Ability to provide assignments and instructions to staff and supervise their work performance.

Ability to provide employees with advice and assistance.

Ability to establish and maintain cooperative working relationships with coworkers and other involved in the work of the unit, families, individuals, and social organizations.

Ability to prepare reports and correspondence.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
04069		L	C		N/A	30		-

This job specification is for **local** government use only.
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8/08/2015
