



# NOW HIRING

## CLERK TRANSCRIBER



The Warren County Prosecutor's Office is seeking a detailed-oriented Clerk Transcriber who shares our dedication, commitment, and passion for our mission, to provide accurate transcription and vital administrative support to the office.

### Minimum requirements

- Must be a resident of New Jersey upon employment
- Must be of good character and have not been convicted of any criminal offenses or anything that would reflect negatively on his/her character
- Must pass a drug test and medical exam
- Must pass a background check

Salary Range: \$30,143 TO \$56,975

Full-time employees working the required weekly hours can expect to receive the following benefits within 12 months of employment:

- Health, prescription and dental insurance after 60 calendar days of employment
- Paid leave time earned monthly to include sick, vacation and personal time
- Pension system enrollment if applicable: Defined Benefit Pension Plan, NJ Public Employees Retirement System (PERS), NJ Public Employees Retirement Systems Prosecutors, or Police and Firemen's Retirement System
- 15 holidays per year
- Clothing and uniform reimbursement to employees working in eligible titles
- Eyeglass reimbursement up to \$100 annually
- Education/tuition or training reimbursement available
- Deferred Compensation (457b) Plan

If you are interested in applying, please email your resume along with a cover letter to Manager Wendy Riley at [wriley@co.warren.nj.us](mailto:wriley@co.warren.nj.us)

The Warren County Prosecutor's Office is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.