



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

### JOB VACANCY POSTING

<b>POSTING #:</b>	002-17	<b>ISSUE DATE:</b>	January 6, 2017
<b>TITLE:</b>	<b>PERSONNEL TRAINEE</b>	<b>CLOSING DATE:</b>	January 20, 2017
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Human Resources 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	Y95
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$39,145.55 - \$40,925.09

**SCOPE OF ELIGIBILITY:** Subject to current promotional and hiring restrictions.

**DEFINITION:** Under the direction of a supervisory officer in a State department, institution, or agency, as a trainee and productive worker, receives on-the-job training in government personnel practices and procedures and their application and does work which will provide practical personnel experience; does related work.

#### REQUIREMENTS

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

**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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

#### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

#### **Electronic Filing:**

Forward a cover letter and resume electronically to:

[Jennifer.Dowd@dcf.state.nj.us](mailto:Jennifer.Dowd@dcf.state.nj.us)

Include the Job Posting # in the subject line of your email.

#### **Alternate Filing:**

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Linda M Dobron, Executive Director of Human Resources**  
**Department of Children and Families**  
**Office of Human Resources**  
**P. O. Box 717**  
**Trenton, NJ 08625**