



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Agency Services Representative 2 [Classified Competitive]</b>			Salary <b>A11 \$37,355.13 - \$52,130.88</b>
Posting Number <b>259-23</b>	Position Number <b>951888</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/27/2023</b> To: <b>04/10/2023</b>
Location: <b>Division of Management and Administration Office of Vital Statistics and Registry 55 North Willow Street, 5<sup>th</sup> Floor, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Department of Health Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Agency Services Representative 2 will report to a Program Technician within the Office of Vital Statistics and Registry, Records Modification unit. The position will be responsible for processing various types of record modification amendments that include, but are not limited to legitimation, adoption, gender change, legal name change, paternity, marriage corrections, and death record corrections. Will make changes in various databases, such as the Electronic Death Registry System (EDRS) and the Vital Events Registration and Information (VERI) database, including the entry, deletion, and correction to vital records.</p> <p>The position will be responsible for effectively communicating with customers, as well as various other entities such as medical examiners, government agencies, etc., both by writing and by telephone to obtain information needed to process requested amendments. Will thoroughly review received applications and determine if the submitted documentary proof is acceptable. The position will scan and file completed amendments within allotted time frames.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Two (2) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p><b>LICENSE:</b> 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</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b><i>PSTMA@doh.nj.gov</i></b></li> <li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #259-23 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p style="text-align: right;"><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p style="text-align: right;"><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*
  - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*