

POSTING NUMBER: HR18-0017	ISSUE DATE:	September 14, 2018
TITLE: Technical Assistant 1	CLOSING DATE:	September 28, 2018
DIVISION / OFFICE /UNIT: Urban Enterprise Zone	SALARY RANGE:	A14: \$39,293.57 - \$55,113.14
LOCATION: 101 South Broad Street	NUMBER OF POSITIONS: 1	

 OPEN TO:
 Department-Wide (Department of Community Affairs Employees ONLY)

 Image: A structure
 All Departments/Agencies (State Employees with permanent status ONLY)

 Image: General Public and/or State Employees

### **DESCRIPTION OF MAJOR DUTIES:**

Under the direction of supervisor and Executive Director in Department of Community Affairs-Urban Enterprise Zone office, performs complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of the rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

## **REQUIREMENTS**

# (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

### **EDUCATION:**

Applicants who do not possess the required experience may substitute education at an accredited college or university for the experience as indicated 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 providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

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

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

A promotable eligible exists within the unit scope.

A promotional list exists within the unit scope.

An open competitive list exists.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs Office of Human Resources HR18-0017 101 South Broad Street PO Box 800 Trenton, New Jersey 08625 Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer