



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0006

**ISSUE DATE:** February 13, 2019

**TITLE:** Personnel Aide 1

**CLOSING DATE:** February 27, 2019

**DIVISION / OFFICE / UNIT:** Office of Human Resources

**SALARY RANGE:** W12: \$36,027.10 - \$50,353.48

**LOCATION:** 101 S. Broad Street,  
Trenton, NJ

**NUMBER OF POSITIONS:** 1

**OPEN TO:**  **Department-Wide (Department of Community Affairs Employees ONLY)**  
 **All Departments/Agencies (State Employees with permanent status ONLY)**  
 **General Public and/or State Employees**

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**DESCRIPTION OF MAJOR DUTIES:**

Under close supervision of a supervisory official in the personnel office of a state department, institution, or agency, performs limited, technical duties in connection with and support of one or more various areas of the general personnel program requiring independent application of Civil Service Commission and Department of the Treasury rules, regulations, policies, and procedures as applied to varying situations; does other related duties as required.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:**

Completion of sixty (60) semester hour credits from an accredited college or university.

**NOTE:** Applicants who do not possess the required education may substitute experience in clerical/technical personnel work requiring the application of rules, regulations, policies, and procedures 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.

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**Please submit a resume including any required documents (degree, 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  
**HR19-0006**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto: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*