

POSTING NUMBER: HR19-0007	ISSUE DATE:	February 14, 2019
TITLE: Technical Assistant	CLOSING DATE:	February 28, 2019
DIVISION / OFFICE /UNIT: Information Technology	SALARY RANGE:	A12: \$36,027.10 - \$50,353.48
LOCATION: 101 South Broad Street, Trenton, NJ	# 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

DESCRIPTION OF MAJOR DUTIES:

Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EXPERIENCE:

Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

NOTE:

Applicants who do not possess the required education may substitute semester hour credits from accredited college or university 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 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 **HR19-0007** 101 South Broad Street PO Box 800 Trenton, New Jersey 08625 Resumes may be emailed to: <u>resume1@dca.nj.gov</u>

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