

DEPARTMENT OF COMMUNITY AFFAIRS OPEN COMPETITIVE TEST
ANNOUNCEMENT

**New Jersey Civil Service Commission Announces Test for New Jersey Department of Community Affairs (DCA) Field Representative Positions in the Housing Assistance Program
Salary: \$46,873.41 - \$66,104.43 per year**

Online applications to test for this position must be completed and submitted by March 6, 2019 by 4 p.m.

OPEN TO RESIDENTS OF NEW JERSEY

The candidate, under the supervision of a Supervising Field Representative or Principal Field Representative, is responsible for the primary field activities for enrolling and determining participant eligibility, preparing Housing Assistance Payments Contracts, authorizing and processing subsidy benefit payments, inspecting rental units, and recertifying program participants in the Section 8 Housing Choice Voucher (HCV) and State Rental Assistance (SRAP) Programs, and other federal and State housing assistance programs pursuant to the authority of the Public Housing and Development Authority Act, NJSA 55:14H-1 et seq. and the Federal Housing Act of 1937; and performing related work as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in a housing assistance program or other housing related program which includes client intake review requiring participant eligibility determinations and/or field duties requiring facility eligibility determinations.

NOTE: Applicants who do not possess the required education may substitute additional 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 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.

SPECIAL NOTES: The current vacancies are in Middlesex, Monmouth and Morris Counties. However, this list will be used for all Counties for any future vacancies.

To view the full announcement and/or to submit an application to take the test, visit:

<https://info.csc.state.nj.us/Vats/WebAnno.aspx?FileNumber=27754>

IMPORTANT: DCA's official job posting will be placed on our website at

<https://www.nj.gov/dca/about/employment/index.html>. Please monitor this page for the upcoming posting. Please ensure you apply for both the test through the Civil Service Commission and the upcoming job announcement through the Department of Community Affairs.