



New Jersey Department of Veterans Affairs

General Notice of Vacancy

The New Jersey Department of Veterans Affairs invites you to apply for the following position:

JOB POSTING #	20-26	ISSUE DATE:	02/24/2026	CLOSING DATE:	Open Until Filled
TITLE:	TES Hourly Intern Office			WORK WEEK:	35
LOCATION:	BG William C. Doyle Cemetery 350 Provinceline Road Wrightstown, NJ 08562	RANGE:		SALARY:	\$20.00/HOURLY
		CLASS OF SERVICE:	N/A		
		UNIT SCOPE:	VA11		
		WORK SCHEDULE:	8:00 AM - 3:30 PM/Monday-Friday half hour lunch		

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

<input type="checkbox"/> Current Department of Veterans Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non- competitive title. Subject to current promotional and hiring restrictions	<input type="checkbox"/> State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	<input checked="" type="checkbox"/> Interested individuals who meet the stated requirements
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JOB DESCRIPTION

DEFINITION:	<p>The Department is digitizing records at the BG Doyle Cemetery dating back to 1987 to current day. To complete this efficiently, this incumbent would be dedicated to this project. The Veterans Cemetery is 52,272 ft2 of field and is the place where veterans are laid to rest with dignity and respect.</p> <p>The Veteran Cemetery located in Burlington County, is the second busiest Veteran Cemetery in the Country. This position will work alongside our administrative staff with the daily operations of the interment office. This position will help due to the short staff within the administrative area. IT is critical to have the position filled so that the electronic migration.</p>
NOTE:	The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: https://info.csc.nj.gov/TitleList/TitleSearch.aspx A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION & EXPERIENCE:	Knowledge of office methods, practices, routines, and equipment. But not required.
LICENSE / CERTIFICATION:	Appointee 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 NOTICES

RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.
PUBLIC SERVICE LOAN FORGIVENESS:	As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF

VETERANS PREFERENCE:	Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at: https://www.nj.gov/dva/veterans/services/civil-service-preference/ .
SAME APPLICANTS:	If you are applying under the NJ "SAME" program, your supporting documentation (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: CSC-SAME@csc.nj.gov , or call CSC at (609) 292-4144, option 3
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Veterans Affairs, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.
INFLUENZA VACCINATION:	NJ State Law (N.J.S.A. 26:2H-18.79) requires <u>ALL</u> health care facility employees to have the influenza vaccination annually.
AVAILABLE BENEFITS:	<p>As a NJ State Department, DVA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Tuition Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays <p style="text-align: right;">* Pursuant to Department's Policy, Procedures, and/or guidelines</p>

FILING INSTRUCTIONS

Submit application for employment, cover letter, resume, and other supporting documentation as a **single PDF** document, saving the file by your **Last Name, First Name**, to:



CareersCentral@dva.nj.gov or by U.S

Mail: ATTN: HRD-PMRS, P.O. Box 340

Trenton, NJ 08625-0340

Fax Number:(609) 530-6723

If you are interested in any other postings within the department, please use your phone camera and scan the QR Code on the left. This will take you to the DVA Job Posting website where all other positions will be posted.

Be sure to include the **Job Posting #** in the subject line of your email or cover letter
Application forms may be obtained from the Human Resources website at: <https://www.nj.gov/dva/admin/assets/documents/employment-application.pdf>
or you may request via the email address provided.

New Jersey Department of Veterans Affairs is an Equal Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.