



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative 3 [Classified Competitive]			Salary A14 \$41,698.65 - \$58,486.62
Posting Number 28-22	Position Number 956527	Number of Positions 1	Posting Period * From: 01/20/2022 To: 05/31/2022
Location: Epidemiology, Environmental and Occupational Health (EEOH) Communicable Disease Service/Vaccines for Children (VFC) Program 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Under the direction of a supervisory official:

Performs complex technical duties involving the review, testing, processing, data correction, and transmission of vaccine orders, inventory, and shipping data within the Centers for Disease Control and Prevention (CDC) federal vaccine tracking system (VTrckS). Assists in the preparation of programmatic reports required by the CDC and/or Department.

Answers questions; explains rules/regulations, policies, and procedures; clarifies forms; provides detailed instructions and direction in the completion of applications; and resolves any range of VFC provider office issues and problems. Answers questions and provides technical assistance to the public in reference to the NJVOM web-based information system and processes in place within the VFC Program.

Prepares correspondences and reports in response to requests for VFC-related provider site visits. Maintains databases and reports as necessary to track VFC provider office performance including, but not limited to, waste, fraud, abuse, or restitution. Provides support to the VFC program's quality assurance/IQIP initiatives and field Public Health Representatives during compliance site visit activities.

Prepares and maintains all educational/training databases and reports, as well as reviews and approves applications, for yearly re-enrollment applications submitted to the program from participating VFC provider offices.

Sorts, indexes, and files all digital documents according to established guidelines and procedures. Maintains all necessary files and records. Collaborates with other to update and document guidelines and procedures.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

REQUIREMENTS: Three (3) years of experience in providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

LICENSE: 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 essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTEEOH@doh.nj.gov
- Mail the required documents to:
**Steven Bors, Executive Assistant 4
Epid., Environmental and Occupational Health
Reference Posting #28-22
New Jersey Department of Health
PO Box 369
Trenton, NJ 08625-0369**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's 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.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*