



# VACANCY ANNOUNCEMENT

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

Title <b>Technical Program Assistant [Classified Competitive]</b>			Salary <b>Y20 \$55,478.62 - \$78,450.85</b>
Posting Number <b>415-23</b>	Position Number <b>046865</b>	Number of Positions <b>1</b>	Posting Period * From: <b>05/22/2023</b> To: <b>06/05/2023</b>
Location: <b>Division of Management and Administration Office of Vital Statistics and Registry 55 North Willow Street, 5<sup>th</sup> Floor, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>

### GENERAL DESCRIPTION

The Technical Program Assistant will report to the State Registrar within the Office of Vital Statistics and Registry (OVSR). This position will provide varied complex administrative services and day-to-day support.

This position will act as liaison between the local registrars and vendors to complete purchase orders for safety paper. This includes, but is not limited to, coordinating and accepting deliveries with our vendors as well as providing the local registrars with any forms and certificates as needed. Will handle various transactions of fees due from the local registrars and maintain a tracking log to ensure compliance. Follow ups will be completed with each municipality as needed.

The Technical Program Assistant will facilitate the Federal Witness Protection Program in processing amendments of vital records to secure constituent identities. This includes updating vital events within OVSR software and coordinating the release of certified copies with the United States Marshalls Service.

Furthermore, this position will be responsible for completing requests for the purpose of storage of vital records and applications according to the retention policy. Will coordinate the recall of boxes that include vital records and/or applications as needed.

This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management.

### REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EXPERIENCE:** Five (5) years of experience in work involving the application of rules, regulations, procedures, or policies in the processing of technical actions.

**NOTE:** Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience, substituting to a maximum of four (4) years.

**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 the 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:  
**PSTMA@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist  
Management and Administration  
Reference Posting #415-23  
New Jersey Department of Health  
PO Box 360  
Trenton, NJ 08625-0360**

#### 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.*
  - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (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: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.*