



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

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| JOB POSTING #: | 136-26 | ISSUE DATE: | 5/4/2026 | CLOSING DATE: | 5/18/2026 |
| TITLE: | Technical Assistant – Hourly/Temporary Employment Services (1 Position) | | | | |
| LOCATION: | Division of Developmental Disabilities New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064 | RANGE: | A14 | | |
| | | SALARY: | \$25.62 per hour | | |
| | | UNIT SCOPE(S): | K470 | | |
| | | SERV. CLASS: | Competitive | | |
| OPEN TO: | General Public | | | | |
| DESCRIPTION | | | | | |
| DEFINITION: | 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. Work Location: Staffing Office Shift: 8 Hour Shift – Flexible Hours Regular Days Off: TBD | | | | |
| REQUIREMENTS | | | | | |
| 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 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. | | | | |
| 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. | | | | |
| IMPORTANT NOTICES | | | | | |
| FOREIGN DEGREES: | Degrees and/or transcripts issued by a college or university outside of the United States <i>must be evaluated</i> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination. | | | | |
| RESIDENCY: | In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ. | | | | |
| DRUG SCREENING: | If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <i>will be at your expense</i> . 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 its administered. | | | | |
| CIVIL SERVICE LISTS: | Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A. | | | | |
| EMPLOYEE BENEFITS: | In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines. | | | | |
| FILING INSTRUCTIONS | | | | | |
| Forward a cover letter, resume, and transcript (if applicable) electronically to: DDD-NLDC.Resumes@dhs.nj.gov You must include the Job Posting #, Title, and Last Name in the subject line of your email. Example: (123-26, Clerk Typist, Smith) | | | | | |

New Jersey Department of Human Services is an Equal Opportunity Employer