

## **State of New Jersey**

## **Department of Human Services**

Philip Murphy Governor Tahesha L. Way Lt. Governor Sarah Adelman Commissioner

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

TITLE:	345-24	ISSUE DATE:	7/22/2024	CLOSING DATE: 8/5/2024
	Agency Services Representative 2 80% (Bilingual in Spanish and English)			
LOCATION:	NJ Commission for the Blind and Visually Impaired Freehold (CRO) 100 Daniels Way Freehold, NJ 07728	RANGE:	A 11	
		SALARY:	\$40,015.75 - \$55,843.87 (Salary equates to 80% of listed salary)	
		UNIT SCOPE:	K150	
OPEN TO:	PUBLIC			
DEFINITION:	Under the limited supervision of a supervisory official in a state department, agency, or institution, provides front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents provides information to customers regarding department/agency programs and services; may provide guidance and assistance to clerical staff; does other related work as required.			
SPECIAL NOTE:	NOTE: Appointments may be made to positions requiring bilingual skills. Bilingual in Spanish and English  SPECIAL SKILL: Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.			
REQUIREMENTS:	<b>EXPERIENCE:</b> Two (2) years of experience 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.			
SPECIAL NOTE:				
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.			
	IMPOR	RTANT NOTICES		
	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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 inclinibility determination.			
FOREIGN	evaluation service at your expense. The evalua-	ation must be included		
FOREIGN DEGREES:	evaluation service at your expense. The evaluation may result in an ineligibility determine Effective 9/1/11, NJ PL 70 (NJ First Act), required or current employees who live out-of-state and "grandfathered." New employees or current emafter the date of employment to relocate their in NJ must retain NJ residency, unless he/she obtain an exemption will be removed from emp	ation must be included nation.  Tes all State employee I do not have a break- hiployees who were not esidence to New Jerst obtains an exemption bloyment.	es to reside in New in service of more t t grandfathered an ey or request an ex . Employees who fa	Jersey, unless exempted under the han 7 calendar days, as they are d who live out-of-state have one yea temption. Current employees who reall to meet the residency requiremen
FOREIGN DEGREES: RESIDENCY: DRUG	evaluation service at your expense. The evaluation may result in an ineligibility determine Effective 9/1/11, NJ PL 70 (NJ First Act), required or current employees who live out-of-state and "grandfathered." New employees or current employees to reduce their reduce the date of employment to relocate their reduced in NJ must retain NJ residency, unless he/she obtain an exemption will be removed from emplify ou are a candidate for a position that involve to pre and/or post-employment drug testing/sc Candidates with a positive drug test result or the	ation must be included nation.  res all State employee I do not have a break-inployees who were no residence to New Jersi obtains an exemption obloyment.  es direct client care with creening. The cost of those who refuse to be	es to reside in New in service of more to t grandfathered and ey or request an expensive who faith the Department any pre-employment ested and/or coop	Jersey, unless exempted under the han 7 calendar days, as they are d who live out-of-state have one yea remption. Current employees who re ail to meet the residency requirement of Human Services, you may be subtouched the string will be at your expense.
NOTE FOR FOREIGN DEGREES: RESIDENCY: DRUG SCREENING:	evaluation service valuation may reflective 9/1/11, or current employ "grandfathered." after the date of ein NJ must retain obtain an exempt If you are a cand to pre and/or post Candidates with a not be hired. You the testing.	e at your expense. The evaluesult in an ineligibility determing NJ PL 70 (NJ First Act), requivees who live out-of-state and New employees or current enemployment to relocate their ny NJ residency, unless he/she tion will be removed from employment for a position that involved temployment drug testing/so a positive drug test result or the unit of the position will be advised if the position	e at your expense. The evaluation must be included esult in an ineligibility determination.  NJ PL 70 (NJ First Act), requires all State employees wees who live out-of-state and do not have a break-New employees or current employees who were no employment to relocate their residence to New Jers NJ residency, unless he/she obtains an exemption tion will be removed from employment.  Idate for a position that involves direct client care we temployment drug testing/ screening. The cost of a positive drug test result or those who refuse to be usually be advised if the position for which you're being	e at your expense. The evaluation must be included with your submissesult in an ineligibility determination.  NJ PL 70 (NJ First Act), requires all State employees to reside in New yees who live out-of-state and do not have a break-in service of more to New employees or current employees who were not grandfathered and employment to relocate their residence to New Jersey or request an expension of the state of the stat
evaluation service at your evaluation may result in ar Effective 9/1/11, NJ PL 70 or current employees who "grandfathered." New emplafter the date of employme in NJ must retain NJ reside obtain an exemption will be If you are a candidate for a to pre and/or post-employn Candidates with a positive not be hired. You will be a the testing.  * Applicable regular or spe made.  * Telework: This position memployees the opportunity other benefits, will be mad  * SAME Applicants: If you must be submitted along w	expense. The evaluation ineligibility determine (NJ First Act), require live out-of-state and loyees or current enter to relocate their report, unless he/sheet ency, unless he/sheet ency, unless he/sheet ency in the time of the position that involve ment drug testing/sodrug test result or the divised if the position exit of the position of the position of the position of the ency to work remotely for the available throughout are applying under the tith your resume by	ation munation. res all S I do not in ployees residence obtains obtains obtains obtains in for white set of the set of th	state employed have a break-s who were no be to New Jers an exemption t.  It client care w.  The cost of o refuse to be ich you're beir stablished as a in the Depart wo (2) days ponterview processame in date indications.	state employees to reside in New have a break-in service of more to so who were not grandfathered and the to New Jersey or request an exan exemption. Employees who fat.  It client care with the Department or refuse to be tested and/or coopich you're being considered requistablished as a result of a layoff when the Department's pilot "Telewowo (2) days per week, as approver

Forward a cover letter and resume electronically to: <a href="mailto:cbvi.Postings@dhs.nj.gov">Cbvi.Postings@dhs.nj.gov</a>

You must include the Job <u>Posting #</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)