



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:

JOB POSTING #:	422-24	ISSUE DATE:	9/9/24	CLOSING DATE:	9/23/24
TITLE:	TECHNICAL ASSISTANT (5 FULL TIME POSITIONS)				
LOCATION:	New Lisbon Developmental Center 104 Route 72 East New Lisbon, NJ 08064	RANGE:	A14		
		SALARY:	\$45,562.00 - \$63,905.44		
		UNIT SCOPE:	K470		
OPEN TO:	CURRENT NLDC EMPLOYEES IN A COMPETITIVE TITLE, OR CSC APPROVED NON-COMPETITIVE TITLE, WHO MEET THE STATED REQUIREMENTS				
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.				
	NOTE: The examples of work for this title are for illustrative purposes only. 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.				
	Work Unit: PRS Operations Shifts available: 2 A shift: 11:30pm-8:00am, Regular Days Off (RDOs): Sunday/Monday or Wednesday/Thursday 2 B shift: 6:30am-3:00pm, Regular Days Off (RDOs): Thursday/Friday or Friday/Saturday 1 C shift: 3:00pm-11:30pm, Regular Days Off (RDOs): Sunday/Monday *Flexible scheduling may be required to include shift and RDO changes and weekend coverage				
SPECIAL NOTE:					
REQUIREMENTS					
REQUIREMENTS:	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.				
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.				
IMPORTANT NOTICES					
NOTE FOR FOREIGN DEGREES:	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 ineligibility determination.				
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 Human Services, 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.				
NOTE:	* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. * 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: CSC-Same@csc.nj.gov , or call 609-292-4144, option 3.				

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: nldc.resumes@dhs.nj.gov

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