



# 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:

<b>JOB POSTING #:</b>	425-24	<b>ISSUE DATE:</b>	9/12/2024	<b>CLOSING DATE:</b>	9/26/2024
<b>TITLE:</b>	Agency Services Representative Trainee (2 Positions)				
<b>LOCATION:</b>	Division of Medical Assistance and Health Services Office of Legal and Regulatory Affairs 7 Quakerbridge Plaza Hamilton, NJ 08619	<b>RANGE:</b>	A99		
		<b>SALARY:</b>	\$38,339.48		
		<b>UNIT SCOPE:</b>	K250		
		<b>SERV. CLASS:</b>	Non -Competitive		
<b>OPEN TO:</b>	Public				
<b>DESCRIPTION</b>					
<b>DEFINITION:</b>	Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform 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; does other related duties as required.				
<b>SPECIAL NOTE:</b>	<p>The desired candidate will/be:</p> <ul style="list-style-type: none"> <li>• Committed to serving people the best way possible through government healthcare programs.</li> <li>• Conduct information searches in electronic or manual file systems</li> <li>• Utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.</li> <li>• Emit positive energy and eagerness to embrace diverse colleagues and communities.</li> <li>• Motivated to work independently and in teams towards shared goals.</li> <li>• Curious and willingness to learn and grow in the organization.</li> <li>• Champion change, out of the box thinking and problem solving.</li> <li>• Desire for continuous quality improvement for self and the organization.</li> </ul>				
<b>REQUIREMENTS</b>					
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<b>SPECIAL NOTE:</b>					
<b>LICENSE:</b>	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.				
<b>IMPORTANT NOTICES</b>					
<b>NOTE FOR FOREIGN DEGREES:</b>	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.				
<b>RESIDENCY:</b>	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.				
<b>DRUG SCREENING:</b>	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.				
<b>NOTE(S):</b>	<p>* Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made.</p> <p>* <u>Telework</u>: This position may be eligible to participate in the Department's pilot "<u>Telework Program</u>", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p>				
<b>SAME PROGRAM APPLICANTS:</b>	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: <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a> , email: <a href="mailto:CSC-SAME@csc.nj.gov">CSC-SAME@csc.nj.gov</a> , or call CSC at (609) 292-4144, option 3				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a>					

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

New Jersey Department of Human Services is an Equal Opportunity Employer