

STATE OF NEW JERSEY

Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

Latrecia Littles-Floyd
Acting Chair and Chief Administrator

VACANCY ANNOUNCEMENT

**Open to: General Public
OR
Current 20% PT Technicians**

| | | | |
|---|------------------------------------|-----------------------------------|------------------------------|
| POSTING #: 2024-75 | ISSUE DATE: 6/14/2024 | CLOSING DATE: 7/5/2024 | |
| TITLE: Part-Time Technician MVC (60% Part-Time Positions) | RANGE/TITLE CODE: A14/56557 | SALARY: (60%)- \$26,412.76 | |
| UNIT: MV40- Agency Operations | LOCATION: Sussex County, NJ | WORKWEEK: 40 Hours | # VACANCIES: Multiple |

GENERAL DESCRIPTION:

Under the direction of a supervisory official in the Motor Vehicle Commission, is responsible for technical and/or clerical functions such as: processing and issuance of agency documents; reviewing and processing various types of applications, licenses, certificates, surcharges and other documents in accordance with applicable State and Federal laws, regulations, policies; administers oral/written examinations to applicants in accordance with New Jersey laws or division rules, regulations, and policies for the issuance of a license or registration (The documents issued may include, but are not limited to: permits, foreign or New Jersey driver licenses, motorcycle licenses, Driver Education Certificates, title documents, and NJMVC identification cards, receipts for surrendered license plates, Bus endorsements, and any other documents deemed acceptable by the practices and policies of the Motor Vehicle Commission); does other related duties as required.

REQUIREMENTS (EDUCATION/EXPERIENCE/LICENSES)

EXPERIENCE: Two (2) years of experience in customer service and/or the performance of administrative, clerical and/or technical support duties in one or more of the following areas: reviewing and processing various documents; disseminating, verifying, and providing information to the public; administering oral or written examinations.

*60% Part-time work schedule is Friday, Saturday, and Monday.

Benefits of Part-Time Positions:

- Employees earn leave time
- Paid Holiday Vacations
- Enrollment in retirement fund (DCRP)

OPEN TO THE FOLLOWING: General Public

Please note that only applicants who submit an application, cover letter, resume, and personal relationship disclosure statement completed in their entirety will be considered for employment. Applications can be found at:
<https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf>

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, or call CSC at (833) 691-0404.

FILING INSTRUCTIONS:

Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, and personal relationship disclosure statement (attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. If review of your resume indicates that you copied from the job specification, your resume will not be considered for this notice of vacancy. Send to:

MAIL:
New Jersey Motor Vehicle Commission
Attn: HR Recruiter
225 East State Street
P.O. Box: 050
Trenton, NJ 08666

ELECTRONIC FILING:
mvcruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.
REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES.
JOB POSTING AUTHORIZED BY: Angela LaMorte, Director of Human Resources

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, 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 Motor Vehicle Commission is an Equal Opportunity Employer

**MOTOR VEHICLE COMMISSION
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

____ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

| Name | Relationship | Division and Work Location |
|------|--------------|----------------------------|
| | | |
| | | |

Additional Space Needed for Disclosure ___ YES ___ NO **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____

Date: _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.