



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 - 073-S	<b>ISSUE DATE:</b> August 8, 2022	<b>CLOSING DATE:</b> August 22, 2022
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<b>TITLE:</b> Technical Assistant 1 , Treasury	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE:</b> 51633 <b>RANGE:</b> A15
<b>UNIT:</b> Office of Lease Development & Compliance	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 33 W State St, 9th floor, Trenton NJ 08608	<b>SALARY RANGE:</b> \$44,435.26 - \$62,404.66

### JOB DESCRIPTION

The State of New Jersey, Division of Property Management & Construction, is seeking a Technical Assistant 1 Treasury to support the Office of Lease Development & Compliance. The successful candidate will be responsible for processing tenant reimbursements for lessors, TSR, project invoicing, preparing space audit reports, transcribing updates submitted by the lease compliance managers, and preparing the necessary documentation, such as rental authorizations, space reallocation forms, and vacate forms, filing, and file-net responsibilities. The candidate will assist with the janitorial, snow removal, security invoicing, setting up and creating new purchase orders every fiscal year, and processing the AP slips for adding new leases, owners, and contact persons to the lease tracking spreadsheet. They will also prepare material requests and invoices related to the procurement of building leases and monitor the lease-tenant inbox and emergency hotline to respond to or direct inquiries to the proper authority.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

**Education:** Successful completion of sixty (60) semester hours at an accredited college or university.

**Experience:** One (1) year of experience 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 education may substitute experience as indicated above on a year-for-year basis.



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### IMPORTANT NOTES

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on August 22, 2022:**

- Cover letter/Letter of interest
- Resume
- Proof of successful completion of sixty (60) semester hours at an accredited college or university.

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2022-073 -S Technical Assistant 1" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

*Antoinette Sargent*  
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Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*