



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2022 - 074 - S	<b>ISSUE DATE:</b> July 27, 2022	<b>CLOSING DATE:</b> August 10, 2022
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<b>TITLE:</b> Technical Assistant	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> State Lottery	<b>TITLE CODE:</b> 51329 <b>RANGE:</b> A12
<b>UNIT:</b> Validations Unit & Call Center	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> One Lawrence Park Complex , Lawrenceville, NJ	<b>SALARY RANGE:</b> \$38,996.88 - \$54,504.33

### JOB DESCRIPTION

Are you looking for something exciting and unique in civil service? The New Jersey Lottery is looking to add a new member to its team. The New Jersey Lottery is the rare public service opportunity that combines the personal benefits of state service with the excitement and pace of the entertainment/gaming industry. This position processes claims on winning tickets. This includes the entry of player/claimant information from the claim form into the Lottery's claim payment application, validating the ticket to ensure it is a winner, and preparing the claim for payment. The new team member will also support customer service requests from claimants that are submitting by phone, email, or in-person.

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. 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.

OR

Intermittent employees who have completed a Working Test Period in the Intermittent Technical Assistant 3, Treasury title and who meet the requirements listed below.

**Experience:** 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.



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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 10, 2022:**

- Cover letter/Letter of interest
- Resume
- Proof of degree/transcripts (if applicable)

**Treasury Employment Recruiter**

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

**(Please list the "2022- 074 - Technical Assistant" 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*