



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2022 - 077 – P	ISSUE DATE: July 27, 2022	CLOSING DATE: August 24, 2022
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TITLE: Intermittent Technical Assistant 1 Treasury	OPEN TO: General Public
DIVISION: Taxation	TITLE CODE: 51631 RANGE: A15
UNIT: Customer Service Call Center	WORKWEEK: Full-time OR Part-time
LOCATION: 3 John Fitch Way, 3rd floor, Trenton, NJ	SALARY RANGE: \$23.84 per hour

POSITION DESCRIPTION

The State of New Jersey, Division of Taxation is currently seeking candidates to perform work of a technical nature in its Customer Service Call Center. The position is responsible for providing technical information and assistance by telephone to taxpayers, their representatives and/or Division staff relative to New Jersey Personal Income taxes administered by the Division of Taxation.

No prior tax experience is required. The desired candidate will have excellent computer, mathematical and communication skills as they are essential in the performance of the duties of this position. Comprehensive training will be provided. A 30-minute basic aptitude test will be administered and candidates who pass the basic aptitude test may be interviewed the same day. These positions are subject to a successful background investigation, including, but not limited to, criminal and tax filing history.

The positions are located at 3 John Fitch Way, Trenton, New Jersey. Standard workweek is Monday through Friday, 8:30 a.m. to 4:30 p.m. **Full-time (35-hour workweek) and part-time (20-hour workweek) work schedules are available.** Positions are seasonal only. Health Benefits are not offered for these positions.

POSITION REQUIREMENTS

- 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 additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
- Job Spec:** Job specification can be viewed at: <https://info.csc.state.nj.us/jobspec/51631.htm>

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 24, 2022:

- Cover letter/Letter of interest
- Resume
- Application for Employment – found at <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>
- Proof of 60 college credits (if applicable)

Treasury Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please list the “ 2022-077-P – ITA ” 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.



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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.

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
Antoinette Sargent, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer