



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 130 - S	ISSUE DATE: December 30, 2025	CLOSING DATE: January 13, 2026
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TITLE: Transportation Services Specialist 3	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 51103 RANGE: R24
UNIT: Transportation Services	WORKWEEK: 3E (35 hours)
LOCATION: Trenton Garage	SALARY RANGE: \$73,706.89 - \$108,073.49

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration, Transportation Services Unit, is seeking a Transportation Services Specialist 3. Under the general supervision of the Chief of Motor Pool, or other supervisory official in the Department of Treasury, Bureau of Transportation Services, completes complex analytical or professional work of considerable difficulty which supports the provision of employee automotive, in-state and out-of-state fuel cards, vehicle maintenance and repair, and/or statewide parking services. Supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does other related duties as required.

The Transportation Services Specialist 3 will supervise CMP's Fleet Management Unit. Provide daily supervision of a staff consisting of eight employees. Sets and evaluates employee work standards, procedures, and methods. Oversees audits and investigations of gasoline (bulk and commercial) consumption for theft and fraud. Supervises staff in processing monthly fleet mileage information and the gathering, analysis, and writing of reports of monthly mileage information to ensure compliance with Fleet Management Circulars utilizing CMP 710 mileage report. Responsible for the oversight of processing all vehicle assignment records (ADMV-103 Forms) which include new vehicle assignments, driver and location changes, maintenance location updates, and processing of sold units. Supervises the processing of vehicle registration renewals for State owned vehicles and requests for duplicate registrations or license plates that have been stolen or lost.

When requested, assist agencies in processing requests for VIP license plates. Ensures new vehicles purchased by agencies are received at the State Distribution Lot and all paperwork is reviewed and processed in a timely manner to be then sent to Treasury Fiscal for payment to the vendor. Supervises the daily fuel reading/levels at three CMP fuel sites and ensures fuel is delivered at each site as needed. Directs staff to ensure compliance with CMP policy concerning commercial credit card use. Oversees the entering of vehicle data into LBAM by the Asset Manager. Files complaints via email to Treasury Lease Compliance regarding issues with CMP office, AC/heat, roof leaks, cleaning issues, and other various items that require attention.

The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in a public or private organization involving data collection and analysis, program development, and organizational and fiscal planning, one (1) year of which shall have included experience in an employee transportation services program.

-OR-

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have included experience in an employee transportation services program.

-OR-

Possession of a master's degree in business or public administration, Management, Economics, Marketing, or related field; and two (2) years of the above-mentioned professional experience, one (1) year of which shall have included experience in an employee transportation services program.

Note:

"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. 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.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on January 13, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2025- 130 - S Transportation Services Specialist 3"** in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer