



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

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*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**April 4, 2024**  
**NOTICE OF JOB VACANCY**  
**#24-179**

**This is a repost of vacancy announcement #23-033; previous applicants need not reapply.**

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

**TITLE:** Technical Assistant  
**SALARY:** \$40,361.77 to \$56,412.01  
**LOCATION:** [Division of Consumer Affairs](#)  
Office of Consumer Protection  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/51329.htm](http://info.csc.state.nj.us/jobspec/51329.htm)

### **REQUIREMENTS**

**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 additional education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #24-179 and a current resume to the Recruitment Coordinator via email at [Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov) on or before the **April 18, 2024**.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

