

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625
NOTICE OF PROMOTIONAL OPPORTUNITY**

ISSUE DATE: November 23, 2021

CLOSING DATE: December 7, 2021

OPEN TO: Department of State/Division of Business Action Center Only

POSTING # STA-2021 -035

SALARY: \$42,709.78 - \$59,981.41

DIVISION: Division of Business Action Center

Location: 33 W. State St., Trenton N.J.

TITLE: Customer Service Information Specialist 3

DEFINITION: Under the general supervision of a supervisory official in a state department or agency, provides technical information and advice to callers regarding department or agency regulations, programs, services or regulatory functions and resolves the more complex inquiries; may research and provide information on matters crossing program areas; utilizes manual and electronic sources to access and provide information; serves as lead worker; does other related duties.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in disseminating, verifying and providing information to the public.

LICENSE: Appointees 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 necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Interested candidates must submit a cover letter with announcement number in the subject, resume and employment application to Employment.Recruiter@sos.nj.gov. All applications must be received by close of business (5:00PM EST) on the closing date. Employment applications can be found here <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>.

The New Jersey Department of State is an Equal Opportunity Employer