



## NEW JERSEY DEPARTMENT OF STATE

### NOTICE OF JOB VACANCY

<b>POSTING:</b> #STA-2023-051	<b>OPEN TO:</b> State Employees and General Public
<b>ISSUE DATE:</b> October 6, 2023	<b>CLOSING DATE:</b> Open until filled
<b>TITLE:</b> Assistant Planner – 2 positions available Range P19/Title Code 16472	<b>SALARY:</b> \$53,052.20 - \$74,905.98
<b>DIVISION:</b> Business Action Center/Office of Planning Advocacy	<b>Location:</b> Trenton, NJ

**DEFINITION:** Under the direction of a Supervising Planner or other supervisor in a state or local government agency, assists in the development of land use plans for municipal, county, regional, and metropolitan land areas or portions thereof; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 21 semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design, and planning law and administration.

**NOTE:** Possession of a current and valid license as a Professional Planner in New Jersey issued by the New Jersey Board of Professional Planners may be substituted for the education requirement. Possession of a current and valid credential as a Certified Planner Issued by the American Institute of Certified Planners (AICP) may be substituted for the educational requirement. Possession of a Master's degree in Planning from an accredited college or university may be substituted for one (1) year of indicated 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 necessary to perform the duties of the position.

**EXPERIENCE:** One (1) year of professional experience in municipal, county, regional, or state planning.

#### IMPORTANT NOTICE

**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.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

### **FILING INSTRUCTIONS**

**APPLICANT INFORMATION:** Forward a cover letter, resume, unofficial transcripts and employment application electronically to: [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov) by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>. Failure to provide all application materials requested may result in your ineligibility.

**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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer