



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2023 - 035 - B | ISSUE DATE: March 16, 2023 | CLOSING DATE: March 30, 2023 |
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| TITLE: Investigator 3 Taxation | OPEN TO: General Public |
| DIVISION: Taxation | TITLE CODE: 51592 RANGE: P 19 |
| UNIT: Collections & Enforcement | WORKWEEK: NE (35 hours) |
| LOCATION: 22-08 State Rt 208, Fair Lawn, NJ 07410 | SALARY RANGE: \$53,050.20 - \$74,905.98 |

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation, is seeking an Investigator 3 Taxation to work in the Collection & Enforcement Unit. The Collection & Enforcement Unit is responsible for the all stages of the tax collection process, from the initial contact with a new business, to payment plans, to the seizure and sale of assets from a non-compliant taxpayer. An Investigator 3 Taxation may visit taxpayers both at home and in their business locations in an effort to gain tax compliance. This position will work closely with other State, County, and Local Government agencies to monitor and uncover non-compliant taxpayers participating in the underground economy and bring them into compliance. Refers cases to the Office of the Attorney General for advance collection action, ensures tax compliance of bankrupt individuals and businesses. Examines the tax records of businesses that dispose of their assets by sale, transfer or assignment. Work with the Motor Vehicle Commission to ensure the proper Sales and Use taxes have been paid on motor vehicles, boats, and aircrafts. File Certificates of Debt with the Clerk of the Superior Court of New Jersey and initiating levies. Review tax records of businesses that are either licensed or seeking a license from another State agency, to confirm that the licensee is in compliance with all State tax requirements.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: One (1) year of experience requiring transactions with varied types of people involving the collection, verification, investigation, compilation, and/or dissemination of financial data performed in either field or office environment.

Note: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

License: Appointees must possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

Provisional Appointment: Appointee will serve provisionally pending an open-competitive examination. In order to become permanent in this title, you must file for and successfully pass a Civil Service Commission open-competitive examination and be reachable for appointment in the resultant list, followed by a four (4) month working test period.

Note to Current State Employees: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. This is not a promotional announcement. 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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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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>.

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.

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.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on March 30, 2023:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023- 035-B - Investigator 3 Taxation" 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. Interviews will be granted on the basis of the resume.

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 (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer