



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 083 - S	ISSUE DATE: June 6, 2024	CLOSING DATE: June 20, 2024
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TITLE: Technical Assistant	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Revenue & Enterprise Services (DORES)	TITLE CODE: 51329	RANGE: A12
UNIT: Multiple	WORKWEEK: 35 Hours	
LOCATION: Trenton, NJ	SALARY RANGE: \$40,361.77 - \$56,412.01	

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue & Enterprise Services seeks to fill multiple Technical Assistant positions. 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.

EXAMPLES OF WORK:

- Responds to less complicated inquiries and provide technical information/assistance in uncomplicated cases pertinent to the unit/office.
- Performs research and/or receives guidance from technical personnel to supply the information required.
- Reviews inquiries received by telephone or personal visit, and responds with the necessary technical information and assistance in a prompt manner.
- Screens and refers cases that involve technical issues to higher authority for disposition.
- May assist in maintaining a file of decisions or opinions on issues to ensure uniformity.
- May assist in preparation of requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary.
- Performs research for various projects.
- Confers and/or corresponds with individuals to obtain information and/or supporting documentation necessary to carry out objectives of the unit/office.
- Verifies completeness of information in any of the following: applications, reports, files, returns, claims, proposals, forms, and/or listings, and their accuracy before entry into automated systems and files.
- May assist in updating the unit's tracking system.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

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 & 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 semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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 in accordance with Civil Service Commission rules and regulations.

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: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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>.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on June 20, 2024:

- 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 "2024- 083 - S Technical Assistant" 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