



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 071 - S	ISSUE DATE: December 23, 2025	CLOSING DATE: January 6, 2026
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TITLE: Technical Program Assistant	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: State Lottery	TITLE CODE: 28224 RANGE: R20
UNIT: Operations	WORKWEEK: NE (35 hours)
LOCATION: One Lawrence Park Complex, 1333 Brunswick Ave Circle, Lawrenceville, NJ	SALARY RANGE: \$61,510.13 - \$89,809.93

JOB DESCRIPTION

Do you enjoy Civil Service but are looking for something a little more fast paced and exciting? The New Jersey Lottery is seeking a Technical Program Assistant who will provide the Lottery's Winner Support Services Team with leadership, organization, and problem solving skills. You'll be managing a new digital work flow that results in player payments. You'll lead a team by assigning work, evaluating job performance, managing employee concerns and problems, and developing employees' skills. You will be tasked with developing, implementing, and maintaining quality control functions to support this new digital work flow.

Applicants will need to execute the Lottery's vision of continuous improvement by identifying opportunities within the Winner Support Services existing business processes, developing detailed accounting of what can be optimized, and proposing a formal plan for improvement to management; report all requested monthly data and winner claim processing information timely to supervision or any other senior manager; conduct regular reviews utilizing various reporting tools to identify claims, payments, and personnel progression to ensure the timely processing of claims; manage and complete any unique work requests made to the Winner Support Services Team- work product must be completed timely and professionally.

Other supervisory tasks include: the review and approval of leave requests (eCATS) with a focus on ensuring the group remains adequately supported; complete semi-annual performance assessments for each member of the team (ePAR); conduct recurring team meetings to ensure everyone is aligned with the group's goals; meet with other group Supervisors at the Lottery to resolve issues with connecting business processes; ensure the entire work group knows and employs all standard operating procedures (SOPs) when completing their work; ensure all customer service requests (emails, phone calls, walk-ins, and appointments) are processed efficiently and professionally; and assign necessary staff to all service types and ensure assigned staff is providing accurate information.

The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Five (5) years of experience in work involving the application of rules, regulations, procedures, or policies in the processing of technical actions.

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, substituting to a maximum of four (4) years.

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 made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 January 6, 2026:

- Cover letter/Letter of interest
- Resume
- *If applicable* - Proof of degree (unofficial transcript reflecting the earned credits)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2025- 071 - S Technical Program 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