



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 131 - S	ISSUE DATE: December 29, 2025	CLOSING DATE: January 12, 2026
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TITLE: Automotive Services Writer	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 43824 RANGE: A 17
UNIT: Transportation Services	WORKWEEK: 40 hours
LOCATION: Trenton Garage	SALARY RANGE: \$53,807.27 - \$78,268.07

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration, Transportation Services Unit, is seeking an Automotive Services Writer. Under the general supervision of a Garage Supervisor or other supervisory official in the Transportation Services Unit, schedules vehicles for service in support of State automotive repair operations; performs other related duties as required.

The incumbent in this position provides complex technical support to automotive mechanic staff by scheduling State-owned vehicles for preventive maintenance in coordination with vehicle coordinators or as required by drivers. Determines the necessary automotive repair/service by assessing customer descriptions of symptoms, conducting inspections, test-driving, and reviewing vehicle maintenance history. Schedules appointments for inspection/repair based on prescribed procedures including analysis of repair code priority, emergent need, severity of damage, and the availability of automotive mechanics. Addresses customer concerns by explaining estimates and expected return of vehicle, obtaining/providing contact information, and arranging towing and/or temporary transportation.

The Automotive Services Writer prepares Repair Orders (RO), obtains approval signatures, and enters ROs into the service database. Receives and processes a variety of requests for information concerning vehicle repair. Documents problems and planned corrective actions to update automotive maintenance records. Collects information visually or verbally to ensure the proper repair of vehicles. Prepares clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations. Prepares or assists in the preparation of automotive-related correspondence and reports. Maintains essential records and files. Will be required to learn how to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

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: Four (4) years of experience in a service advisor or vehicle coordinator role in the automotive repair field which shall have included identifying automotive problems and scheduling automotive maintenance.

Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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.

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 12, 2026:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025- 131 - S Automotive Services Writer" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (mr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer