



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 – 132 – S	ISSUE DATE: December 30, 2025	CLOSING DATE: January 13, 2026
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TITLE: Storekeeper 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 40142 RANGE: A12
UNIT: Transportation Services	WORKWEEK: 40 hours
LOCATION: Eggerts Crossing Garage, Lawrenceville, NJ	SALARY RANGE: \$43,236.54 - \$62,340.34

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Administration, Transportation Services Unit, is seeking a Storekeeper 1. Under the close supervision of a supervisory official in a state department, institution, or agency or a local jurisdiction, assists higher level Storekeepers in receiving, storing, keeping inventory, and issuing supplies, parts, materials, and equipment; performs other tasks related to organizing the storeroom; does other related work as required.

The ideal candidate will assist with the unloading and unpacking shipments from parts vendors. Checks all incoming parts and supplies to ensure they conform to orders and specifications and check that the stock is in good shape. Ensures that stock shelves are orderly and that there is always a sufficient supply of parts and material on hand to satisfy mechanic needs. Assists Motor Pool Management in the periodic inventory of parts on a weekly basis.

Any discrepancies are researched and investigated for resolution before the count is closed. Prepares reports of parts usage for monthly report. Uses computerized M5 database to receive ordered parts and dispense parts from inventory to the Mechanics. Use M5 to see if defective parts are under warranty to return to vendor. Order parts from vendors either online or via telephone. Ensure cores are returned to the vendor for credit. Assists Supervisory staff in the identification and request for new part numbers from Transportation Services staff. Keep parts room and surrounding work area clean from clutter and debris.

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:

One (1) year of experience in work involving receiving, storing, safeguarding, and recording parts, materials, equipment, and supplies of varied types in an organized storeroom.

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.

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.



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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 13, 2026:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025 132 -S - Storekeeper 1" 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