



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 002 - B	ISSUE DATE: January 5, 2026	CLOSING DATE: January 20, 2026
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TITLE: Technical Assistant	OPEN TO: General Public
DIVISION: Revenue and Enterprise Services	TITLE CODE: 51329 RANGE: A12
UNIT: Multiple	WORKWEEK: 35 Hours
LOCATION: Trenton, NJ	SALARY RANGE: \$43,236.54 - \$62,340.34

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and 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.

Collection Unit is responsible for receiving the accounts of all delinquent non-tax debt owed to the executive branch State departments or agencies and assisting in recuperating these funds. The unit also responsible for the registration process of the Set-Off of Individual Liability (SOIL) program which withholds New Jersey Income Tax refunds and property tax relief payments from taxpayers who owe debts for New Jersey taxes as well as municipal, State, and federal agencies. The incumbent will provide assistance in depositing payments for dishonored checks, correcting bank error transactions, mailing out bills, maintaining files, and answering related customer service inquiries. Additional responsibilities include updating accounts in the Master Debts database, preparing weekly mailings to collection vendors, reviewing and preparing SOIL cards, and mailing weekly SOIL outputs.

Notary/Apostille Unit is responsible for processing certifications of official documents for Apostilles or notarial certification and other authorized State and local officials for the purpose of legalizing the documents for financial and commercial transactions, including adoptions of children, repatriation of remains that NJ residents require in foreign countries. The selected candidate will review and process submitted requests in accordance with established procedures.

Bookkeeping Unit is responsible for receiving, preparing, batching, and depositing payments, ensuring that all financial transactions are accurately recorded into the accounts payable software. All processing is time sensitive. The Division collects monies in cash, check, and credit card payments that must be deposited on a daily basis to ensure proper handling of funds. The selected candidate will record all financial transactions in financial accounting system.

Corporate Filing Unit is responsible for receiving and processing business filings, business amendments and dissolutions of business entity records. All processing is time sensitive. The incumbent will process business formation, amendments, or dissolution requests and gain knowledge of filing requirements and processing procedures. Duties include entering filings into a back end processing system, issuing notices regarding the acceptance or rejection of filings, and providing customer service support to business owners or their legal representatives.

Data Conversion & Control Unit is responsible for the assembly and preparation of various State of New Jersey submitted documents for processing purposes. The selected candidate will perform uncomplicated sorting, numbering, collecting, and batching of various documents; may assist in preparation of requests for appropriate actions, prepare/processs related forms, and initiate follow-up action if necessary; verifies completeness of information in any of the following: applications, reports, files, returns, claims, proposals, forms, and/or listings, and their accuracy; performs other related duties as assigned. The candidate 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.



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JOB DESCRIPTION CONTINUED

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's 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, 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.

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

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. 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.

Note to new appointments: **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.

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. (PAOC)



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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 20, 2026:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026-002 - B Technical Assistant" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (mr)

Antoinette Sargent, Human Resource Officer