



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 004 - S	ISSUE DATE: January 5, 2026	CLOSING DATE: January 20, 2026
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TITLE: Technical Assistant 2	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 64182	RANGE: P 17
UNIT: Administration	WORKWEEK: NE (35 hours)	
LOCATION: 50 Barrack Street, Trenton, NJ	SALARY RANGE: \$53,807.27 - \$78,268.07	

JOB DESCRIPTION

The New Jersey Cannabis Regulatory Commission is seeking a Technical Assistant 2 within the Administration Unit. Under the direction of a supervisory official, assists in coordinating, gathering, compiling, assembling of fiscal documents and conducts analysis for fiscal reporting. The role provides data for fiscal activities as required by the supervisory or professional staff and completes assigned tasks; provides procedural information, obligations, responsibilities, and rights to grant applicants, program participants and other interested parties; assists with the reviews, analysis and preparation of written materials such as letters, reports, correspondence and other documents related to the program functions; prepares charts, tables, and/or other graphic representations needed for the planning, operation and implementation of program activities; includes maintenance of essential records, reports, and files, which may include reviewing completed grant applications or work certifications prior to submission to unit supervisor for payment to include re-certifications, budget revisions, and interim redetermination. The incumbent plans, schedules, attends meetings, and prepares reports. The selected candidate reviews and prepares routine correspondence and strategically manages the appointment schedules and the daily calendars of key executive staff. Duties include reviewing, sorting, screening, and routing incoming correspondence and documents; maintains a mail log. Demonstrates knowledge of deadlines and time sensitive requirements for departmental reports, administrative rules and regulations, and public notices in order to identify issues of importance and bring them to the attention of the supervisor. Participates in the planning, coordination, and implementation of program activities within the assigned area. Assists with the preparation of informational materials such as manuals, guides, or handbooks as it pertains to disseminating information and training others on program activities. Maintains confidential correspondence and other records and files, including a follow-up file and develops an electronic system for managing paperwork, records and files and supervises the maintenance of fiscal records and other files. The position includes reviewing operating practices and procedures related to document flow to identify opportunities for improvements in workflow, reporting procedures and tracking practices. Other tasks as deemed necessary.

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.



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POSITION REQUIREMENTS

Education: Graduation from an accredited college or university with an Associate's Degree.

Note: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience: Two (2) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public, and/or others.

Note: Applicants who do not possess the required experience may substitute additional education as indicated 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 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 date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026 - 004 - S Technical Assistant 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (mr)

Antoinette Sargent, Human Resource Officer