



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 112 - S	ISSUE DATE: September 25, 2026	CLOSING DATE: October 9, 2026
TITLE: Technical Assistant 1, Treasury	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Administration	TITLE CODE: 51633	RANGE: A15
UNIT: Transportation Services	WORKWEEK: 35 Hours	
LOCATION: 605 S Broad Street, 1st floor, Trenton, NJ	SALARY RANGE: \$50,990.49 - \$73,901.79	

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Office of Transportation Services is seeking a Technical Assistant 1, Treasury. Under the direction of the Chief Bureau of Transportation Services or other supervisory officials in the Department of the Treasury. The Technical Assistant 1, Treasury will be responsible for the following duties.

- Renew lost or stolen registrations and license plates through MVC website.
- Process VIP license plate requests.
- Update the Fleet Management System utilizing the M5 database.
- Pick up and drop off paperwork weekly to MVC.
- Process surrendered license plates.
- Process required paperwork for new vehicles, order new SG plates, and places stickers on new vehicles.
- Verify VIN numbers to ensure SG plates are on the correct vehicle.
- As needed, assist State drivers with fueling needs.
- Processes registration receipts and other various vehicle documents to be scanned, copied, or filed.
- Assist in ordering supplies as requested by Motor Pool Garages, Fleet Manager and Operations Supervisor.
- Process vehicles recall notifications to using agency.
- Assist staff with processing EZ Pass violations.
- Update Vehicle Coordinator list.

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 & Experience:

Successful completion of sixty (60) semester hours at an accredited college or university. One (1) year of experience 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 education may substitute experience on a year-for-year basis.

License:

Appointees will be required to possess a driver's license valid in New Jersey in order 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.
- 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 October 9, 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 “**2026-112-S Technical Assistant 1, Treasury**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:


Sandi DeLuca, Acting Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer