



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 050 - S	<b>ISSUE DATE:</b> April 24, 2023	<b>CLOSING DATE:</b> June 5, 2023
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<b>TITLE:</b> Property Management Services Specialist 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE:</b> 52603 <b>RANGE:</b> P 21
<b>UNIT:</b> Demolition of Surplus Property	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 33 West State Street, 9th Floor, Trenton	<b>SALARY:</b> \$58,031.09 - \$82,157.57

### JOB DESCRIPTION

Under the general direction of a supervisor within the Office of Property Management & Construction, the Property Management Service Specialist 2 will conduct routine inspections and evaluate existing and proposed facilities to determine compliance with State standards as well as maintain and preserve State-owned real estate. Will be required to administer contracted building services and responsible for making recommendations on initiation, continuation, and abatement of rent and any other appropriate charges associated with leased premises. Performs the professional duties connected with the disposal of state real property, acquisition of property for state use, granting of easements across state lands, and leasing of out-of-state owned property. Will maintain contact between State and local officials regarding State real property matters. Responsible for investigating and clarifying problem areas that help prepare the determination of State real property ownership, title searches, department jurisdiction, and property boundaries. Will be required to prepare and process various contract documents in accordance with acquisition and disposition of real property and property leasing policies and procedures. Performs other related duties as required.

Standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details will be made available throughout the interview process. Position offers a comprehensive benefits package including medical, prescription drug and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

- Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed below. This is not a promotional announcement. 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.
- Education:** Graduation from an accredited college or university with a Bachelor's degree. Proof of degree is required.
- Experience:** Two (2) years of experience in work involving real estate acquisition, financing, appraising, negotiation, property management, building operations/complex management, contract/grant administration, or construction management services, or a related field.
- Notes:** 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.
- License:** Appointee may be required to possess a driver's license valid in New Jersey as the operation of a vehicle is necessary to perform essential duties of the position dependent upon placement within the Division.



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### IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on June 5, 2023:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2023-050-S - PMSS 2" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*