NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0004 **ISSUE DATE:** January 31, 2017

TITLE: Senior Field Representative Housing, Housing Assistance Program **CLOSING DATE:** February 14, 2017

DIVISION/UNIT: Housing and Community Resources Housing Assistance Programs

LOCATION: Monmouth, Passaic, & Morris **SALARY RANGE:** P21: $51,529.95 - $72,953.46

POSITION(S): 3 **DISTRIBUTION:** DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under direction of a Supervising Field Representative Housing or Principal Field Representative Housing, Housing Assistance Program, Department of Community Affairs, Division of Housing and Community Resources, takes the lead in the primary field activities necessary for enrolling and determining participant eligibility, preparing Housing Assistance Payments Contracts, authorizing and processing subsidy benefit payments, inspecting rental units, and recertifying program participants in the Section 8 Housing Choice Voucher (HCV) and State Rental Assistance (SRAP) Programs, and other federal and State housing assistance programs pursuant to the authority of the Public Housing and Development Authority Act, NJSA 55:14H-1 et seq. and the Federal Housing Act of 1937; performs more complex work and/or specializes in specific areas; does related work as required.

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of experience in a housing assistance program or other housing related program which includes client intake review requiring participant eligibility determinations and/or field duties requiring facility eligibility determinations.

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.

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.

☒ A promotable eligible exist within the unit scope.
☒ A promotional or open competitive list exists.
☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0004
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer