

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0198

**ISSUE DATE:** December 17, 2015

**TITLE:** Senior Field Representative Housing,  
Housing Assistance Programs

**CLOSING DATE:** December 31, 2015

**DIVISION/UNIT:** Housing & Community Resources  
(Housing Assistance Program)

**LOCATION:** Essex, Ocean, Middlesex

**SALARY RANGE:** P21: \$51,529.95 - \$72,953.46

**POSITION(S):** 3

**DISTRIBUTION:** DEPARTMENT

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**DESCRIPTION OF MAJOR DUTIES:** Under direction of a supervisory official, is responsible for performing the primary field activities necessary to establish or maintain housing assistance payments to program participants including tenant counseling, dwelling unit inspections, lease and contract negotiations, and liaison activities with community service agencies, and does necessary research, evaluation, and report writing concerning the impact of project implementation in specific localities, may take the lead over lower level staff in the performance of program activities; does related work as required.

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

**EXPERIENCE:** Two (2) years of experience in field duties and client intake review relating to a housing assistance program or other housing related program requiring determination of facility and participant eligibility.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**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.

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- 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#0198  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto: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.

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