



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**AMENDED  
JOB POSTING**

Technical Assistant 2, Community Affairs

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

**NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.**

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Technical Assistant 2, Community Affairs to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through September 30, 2017.

<b>POSTING NUMBER:</b>	HR-0055	<b>ISSUE DATE:</b>	April 19, 2013
<b>TITLE:</b>	Technical Assistant 2, Community Affairs	<b>CLOSING DATE:</b>	April 23, 2013
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	P17: \$41,933.69 - \$59,090.30
<b>LOCATION:</b>	101 South Broad Street Trenton, New Jersey	<b>DISTRIBUTION:</b>	STATEWIDE
<b>POSITIONS:</b>	4		

**DESCRIPTION OF MAJOR DUTIES:**

Under direction of a Technical Assistant 1 or higher level supervisory official in the Department of Community Affairs or Department of Health and Senior Services, may take the lead over subordinate technical and/or clerical staff in the performance of technical duties and/or performs complex para-professional responsibilities for prescribed technical projects or programs requiring the independent application of rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

**EXPERIENCE:**

Four (4) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, or interpreting rules, regulations, policies, and procedures to the public, and reviewing documents for accuracy and content.

**NOTE:** Applicants who do not possess the required experience may substitute education 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 valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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

Office of Human Resources  
New Jersey Department of Community Affairs  
**HR# 0055**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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