State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

POSTING NUMBER: HR-0097

ISSUE DATE: July 16, 2014

TITLE: Technical Assistant, Personnel

CLOSING DATE: July 30, 2014

DIVISION / UNIT: Office of the Commissioner
Office of Human Resources

SALARY RANGE: V17: $39,145.55 - $55,161.41

LOCATION: 101 S. Broad Street
Trenton, New Jersey

POSITIONS: 1

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under the general direction of a supervisory official in the Office of Human Resources, performs complex, technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of Civil Service and Department of Treasury rules, regulations, policies, and procedures to varying situations; does other related duties as required.

REQUIREMENTS:

EDUCATION:
Completion of sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE:
Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above 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.

☒ A promotable eligible exist within the unit scope.

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#0097
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

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