State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0102	**ISSUE DATE:**	August 8, 2014
TITLE:	Technical Assistant 2, Community Affairs	**CLOSING DATE:**	August 22, 2014
DIVISION / UNIT:	Sandy Recovery Division	**SALARY RANGE:**	P17: $43,094.21 - $60,725.57
LOCATION:	101 South Broad Street Trenton, NJ 08625		
POSITIONS:	1	**DISTRIBUTION:**	Department

DESCRIPTION OF MAJOR DUTIES:
Under the direction of the Director or other supervisory official in the Department of Community Affairs, work with the Department Fiscal Office to establish and monitor procurement and payment transactions related to USHUD Community Development Block Grant-Disaster Recovery (CDBG-DR) funded programs. Use the State's accounting and purchasing systems to generate purchase orders and process invoices in accordance with State and USHUD CDBG-DR purchasing regulations and guidelines.

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.

NOTE:
Four year college degree in business/finance and working knowledge of transactions related to CDBG-DR funded programs preferred.

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#0102
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