

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0143

ISSUE DATE: October 21, 2013

TITLE: TECHNICAL ASSISTANT 3, CA

CLOSING DATE: November 4, 2013

DIVISION/UNIT: HOUSING & COMMUNITY RESOURCES / HOUSING PRODUCTION/
NEIGHBORHOOD ENHANCEMENT PROGRAM

LOCATION: 101 South Broad Street
Trenton, New Jersey

SALARY RANGE: A14 / \$37,118.18 - \$52,061.96

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under the direction of a Technical Assistant 2 or other supervisory official in Department of Community Affairs or the Department of Health and Senior Services, performs complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of the rules, regulations, policies, and procedures to varying situations within the particular area of assignment; does other related duties as required.

EXPERIENCE: Three (3) years of experience in providing technical assistance to state and/or local communities or agencies, completing forms or applications, resolving complaints, 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 at an accredited college or university for the 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.

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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# 0143
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.

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