



Philip D. Murphy  
*Governor*

Tahesha L. Way  
*Lt. Governor*

STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION  
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES  
Office of Human Resources  
P.O. Box 323  
Trenton, New Jersey 08625-0323

Allison Chris Myers  
*Chair/Chief Executive Officer*

## JOB OPPORTUNITY

**Posting Issued:** April 29, 2025

**Closing Date:** May 30, 2025

**Title:** Agency Services Representative Trainee

**Vacancies:** 1

**Location:** Civil Service Commission  
Administration Services – Information Center  
44 S. Clinton Avenue  
Trenton, NJ 08625

**Salary:** \$35,215.95

**Open to:** Statewide

### **DESCRIPTION OF POSITION:**

The information Center is responsible for responding to calls and inquiries from customers, including job applicants and other involving a variety of civil service-related topics, providing technical support to Online Application System users, scheduling candidates for make-up examinations, making ADA test accommodations, preparing make-up exam packages for testing, scheduling and oversight of test reviews and processing candidate change of information requests.

### **DUTIES:**

Under close supervision of a supervisory official in the New Jersey Civil Service Commission's Information Center:

- Provides accurate information and assistance to visitors, and internal and external customer's inquiries in a courteous, professional manner.
- Updates information to applicant records in the computerized system as assigned.
- Composes basic correspondence in response to in-person or phone requests from customers or others.
- Maintain address change and return notice files.
- Opens and sorts incoming mail.

### **PREFERRED EXPERIENCE:**

Candidates that are bilingual in Spanish/English.

### **NOTE:**

\*SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (609)292-4144 option 3.

\*\*Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

### **IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST TO:**

Bev Hamilton, Manager 2, Human Resources, Civil Service Commission, P.O. Box 323, Trenton, New Jersey 08625 or [hrrsupport@csc.nj.gov](mailto:hrrsupport@csc.nj.gov)