



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

UNCLASSIFIED APPOINTMENT

POSTING NUMBER: HR19-0001

ISSUE DATE: January 3, 2019

TITLE: Planner Trainee

CLOSING DATE: January 17, 2019

DIVISION / OFFICE / UNIT: Local Planning Services

SALARY RANGE: P95: \$46,873.41 (Non-negotiable)

LOCATION: DCA Building 101 S. Broad Street,
7th floor, Trenton

NUMBER OF POSITIONS: 1

OPEN TO: Department-Wide (Department of Community Affairs Employees ONLY)
 All Departments/Agencies (State Employees with permanent status ONLY)
 General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Assist with routine field and office work involved in planning activities and programs. Review, interpret and prepare data and statistical reports for master, functional, or project plans to guide government actions and policy.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

Graduation from an accredited college with a Bachelor's degree including or supplemented by twenty-one semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design and planning law and administration.

NOTE: A valid license as a Professional Planner issued by the New Jersey State Board of Professional Planners may be substituted for the Bachelor's degree.

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.

ADVANCEMENT: Appointees who successfully complete the twelve-month training period will be eligible for advancement to the title of Assistant Planner, in either State or Local government, under Civil Service Commission procedures. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

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

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0001
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

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

Revised: March 2018