



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0075 **ISSUE DATE:** September 4, 2019
TITLE: Agency Services Representative 1 **CLOSING DATE:** September 18, 2019
DIVISION / OFFICE /UNIT: Codes, Director’s Office **SALARY RANGE:** A08: \$30,370.91 - \$42,208.52
LOCATION: 101 S Broad Street, 6th floor, Trenton, NJ **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:

In the Director’s Office of the Division of Codes and Standards works in the Licensing and Education Unit answering questions by telephone, in person or via email regarding license requirements, course requirements and publication sales; performs other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EXPERIENCE:

Successful completion of the six (6) month training period as an Agency Services Representative Trainee
OR

One (1) year of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

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

- A promotable eligible exists within the unit scope.
- A promotional list exists within the unit scope.
- An open competitive list exists.

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
HR19-0075
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