

POSTING NUMBER: HR19-0093

ISSUE DATE: September 17, 2019

TITLE: Technical Assistant 3

CLOSING DATE: October 1, 2019

DIVISION / OFFICE /UNIT: Codes / OSLCI

SALARY RANGE: P20: \$51,253.67 - \$72,476.48

LOCATION: 101 S Broad Street, 4th 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:

In the Division of Codes and Standards, Office of State and Local Code Inspections takes the lead over support staff ensuring all Department / Division polies and procedures are adhered to. Trains new support staff. Assigns work. Provides technical assistance and assists staff with resolving problems, errors and complaints concerning payments. Monitors database for Elevator Safety Unit and Carnival and Amusement Ride Safety Uni and makes corrections, when needed. Works with amusement ride owners and building owners concerning invoices, inspections, violation reports and or applications. Compiles monthly report and forwards to Director's Office. Serves as liaison to Director's Office coordinating vehicle assignments, moves, laptops, phones, etc. Reviews, verifies and submits Overtime Reports for staff; does other related duties as required.

<u>REQUIREMENTS</u> (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

Graduation from an accredited college or university with an Associate's degree. **NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public and/or others. **NOTE:** Applicants who do not possess the required experience may substitute additional education 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.

\boxtimes	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 HR19-0093

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