



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #:	067-19	ISSUE DATE:	June 17, 2019
TITLE:	TECHNICAL ASSISTANT CONTRACT ADMINISTRATION	CLOSING DATE:	July 1, 2019
LOCATION:	Department of Children and Families (DCF) Children's System of Care Business Office 50 East State Street Trenton, NJ 08625-0717		
POSITIONS:	1	RANGE:	A16
DISTRIBUTION:	STATE WIDE	SALARY:	\$42,895.85 - \$60,350.09

SCOPE OF ELIGIBILITY: Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under supervision, monitors and performs the review of routine financial contracts and/or grants and associated applications to ensure compliance with and adherence to prescribed contracting and/or grant policies, procedures and regulations; does related work.

REQUIREMENTS

EDUCATION: Successful completion of (60) semester hour credits from an accredited college or university.

EXPERIENCE: One (1) year of experience in the various phases of contract and/or grant monitoring, financial management and analysis, social services administration and/or budget and management operations in a governmental or business entity.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above 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.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Andrea Maxwell, Assistant Director of Human Resources
Department of Children and Families
Office of Human Resources
P. O. Box 717
Trenton, NJ 08625-0717**