Department of Military Affairs

_X_ Appointment Opportunity _ Promotional Opportunity

The New Jersey Department of Military Affairs invites you to apply for the following position:

JOB POSTING #	073-26	**ISSUE DATE:**	10/30/2026	**CLOSING DATE:**	11/23/2026
TITLE:	Technical Assistant (Hourly)			**WORK WEEK:**	Hourly
LOCATION:	Construction and Facilities Management Office 101 Eggerts Crossing Road Lawrenceville, New Jersey 08648	**RANGE:**	Q88	**SALARY:**	$20.00 - $25.00
		CLASS OF SERVICE:	Hourly		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	Varies		

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:		
_C_urrent Department of Military Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions	_S_tate employees who are permanent in a competitive title or a Civil Service Commission-approved non- competitive title. Subject to current promotional and hiring restrictions	X Interested individuals who meet the stated requirements

JOB DESCRIPTION

DEFINITION:	Under the supervision of a supervisory official, performs technical and administrative support functions for the Real Property Bureau. Provides assistance in maintaining federal and state real property records, facility information files, lease files, and use agreement documentation. Supports the Lease Coordinator and Federal Real Property Specialist by organizing and maintaining accurate property records. Conducts electronic filing activities, including scanning, labeling, indexing, and storing documents in accordance with established records management practices. Creates and maintains electronic folders and Facility Information Folders (FIFs) to ensure records are complete and accessible. Conducts research to verify and update facility data, including determining placed-in-service dates for facilities. Reviews and verifies routine real property information for accuracy, completeness, and compliance with filing requirements. Performs other related administrative and technical duties in support of Real Property Bureau operations; does other related duties as required.
NOTE:	The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: https://info.csc.state.nj.us/TitleList/TitleSearch.aspx. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION & EXPERIENCE:	**EXPERIENCE:** Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization. **NOTE:** Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE / CERTIFICATION:	Appointee 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 essential duties of the position.

SPECIAL NOTICES

RESUME NOTE:	**Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.**

PUBLIC SERVICE LOAN FORGIVENESS:	**As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF**
VETERANS PREFERENCE:	**Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the NJ Department of Veterans Affairs website at: https://www.nj.gov/dva/veterans/services/civil-service-preference/**
SAME APPLICANTS	**If you are applying under the NJ "SAME" program, your supporting documentation (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: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3**
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.**
DRUG SCREENING:	**If you are a candidate for a position that involves direct client care with the Department of Military Affairs, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.**
AVAILABLE BENEFITS:	**As a NJ State Department, DMA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following:** • **Alternate Work Week*** • **Telework*** • **Deferred Compensation** • **Health and Life Insurance with Partial Vision Reimbursement** • **Public Service Loan Forgiveness (PSLF)** • **Flexible and/or Health Spending Accounts (FSA) & (HSA)** • **Benefit Leave Time*** *Varies depending on years of service* • **NJ Pension Plan (NJ Public Employees' Retirement System - PERS)** • **Public Service Loan Forgiveness (PSLF)** • **Flexible and/or Health Spending Accounts (FSA) & (HSA)** • **Paid Time Off** • **13 State Holidays** * Pursuant to Department's Policy, Procedures, and/or guidelines

FILING INSTRUCTIONS

Submit application for employment, cover letter, resume, and other supporting documentation as a **single PDF** document, saving the file by your **Last Name, First Name**, to:

CareersCentral@dma.nj.gov or by U.S Mail: ATTN:

HRD-DMA, P.O. Box 340

Trenton, NJ 08625-0340

Fax Number:(609) 530-6725

Be sure to include the **Job Posting #** in the subject line of your email or cover letter
Application forms may be obtained from the Human Resources website at: employment-application.pdf
or you may request via the email address provided.

New Jersey Department of Military Affairs is an Equal Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.