New Jersey Department of Veterans Affairs

General Notice of Vacancy

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

JOB POSTING #	48-26 (Repost) Previous Applicants Need Not Apply	**ISSUE DATE:**	10/26/2026	**CLOSING DATE:**	Open Until Filled
TITLE:	Agency Services Representative			**WORK WEEK:**	35 Hours
LOCATION:	Veterans' Services (DVS) National Guard Armory 1060 Hamilton Street Somerset, NJ 08873	**RANGE:**	A99	**SALARY:**	$37,724.21
		CLASS OF SERVICE:	Non-Competitive		
		UNIT SCOPE:	VA11		
		WORK SCHEDULE:	Week 1 8:00am – 4:00pm Mon - Thur Week 2 8:00am – 4:30pm Mon - Fri		

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

_____ Current Department of Veterans 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	_____ State 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 close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required. **PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1.
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.nj.gov/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:	N/A
LICENSE / CERTIFICATION:	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.

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 Civil Service Commission's 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 Veterans 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.**
INFLUENZA VACCINATION:	**NJ State Law (N.J.S.A. 26:2H-18.79) requires ALL health care facility employees to have the influenza vaccination annually.**
AVAILABLE BENEFITS:	**As a NJ State Department, DVA 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)** • **Tuition Reimbursement*** • **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@dva.nj.gov or by U.S

Mail: ATTN: DVA ERHS, P.O. Box 340

Trenton, NJ 08625-0340

Fax Number:(609) 530-7192

If you are interested in any other postings within the department, please use your phone camera and scan the QR Code on the left. This will take you to the DVA Job Posting website where all other positions will be posted.

Be sure to include the **Job Posting #** in the subject line of your email or cover letter
Application forms may be obtained from the Employee Relations & Human Services website at:
https://www.nj.gov/dva/admin/assets/documents/employment-application.pdf or you may request via the email address provided.

New Jersey Department of Veterans 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.