



# State of New Jersey

## Department of Human Services

Mikie Sherrill  
Governor

Dr. Dale G. Caldwell  
Lt. Governor

Stephen Cha, MD, MHSR  
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

|                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                           |               |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------|---------------|-----------|
| JOB POSTING #:                                                                                                                                                | 267-26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ISSUE DATE:  | 8/11/2026                 | CLOSING DATE: | 8/25/2026 |
| TITLE:                                                                                                                                                        | Technical Assistant 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                           |               |           |
| LOCATION:                                                                                                                                                     | Division of Medical Assistance and Health Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RANGE:       | P20                       |               |           |
|                                                                                                                                                               | Office of the Chief Financial Officer – Drug Rebate Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | SALARY:      | \$63,662.98 - \$92,953.28 |               |           |
|                                                                                                                                                               | 7 Quakerbridge Plaza                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | UNIT SCOPE:  | K250                      |               |           |
|                                                                                                                                                               | Hamilton, NJ 08619                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SERV. CLASS: | Competitive               |               |           |
| OPEN TO:                                                                                                                                                      | Current Division Employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                           |               |           |
| DESCRIPTION                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                           |               |           |
| DEFINITION:                                                                                                                                                   | Under the general supervision of a supervisory official in a State department, institution, or agency, takes the lead over the technical and/or clerical staff and has responsibility for the work programs of an identifiable technical unit responsible for reviewing, monitoring, and processing specific actions requiring the application of rules, regulations, policies and/or procedures, or independently, under general supervision, reviews, analyzes, and makes effective recommendations for actions involving a specific element of a regulatory or administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts; does other related duties as required.            |              |                           |               |           |
| REQUIREMENTS                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                           |               |           |
| REQUIREMENTS:                                                                                                                                                 | <b>EDUCATION:</b> Graduation from an accredited college or university with an Associate's degree.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |                           |               |           |
|                                                                                                                                                               | <b>NOTE:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                           |               |           |
|                                                                                                                                                               | <b>EXPERIENCE:</b> 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.                                                                                                                                                                                                                                                     |              |                           |               |           |
|                                                                                                                                                               | <b>NOTE:</b> 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                           |               |           |
| IMPORTANT NOTICES                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                           |               |           |
| FOREIGN DEGREES:                                                                                                                                              | Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                           |               |           |
| RESIDENCY:                                                                                                                                                    | In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                           |               |           |
| DRUG SCREENING:                                                                                                                                               | If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u> . 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 its administered.                                                                                                                                                                                                                                                                      |              |                           |               |           |
| CIVIL SERVICE LISTS:                                                                                                                                          | Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |                           |               |           |
| TELEWORK:                                                                                                                                                     | Certain positions may be eligible to participate in the Department's "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.                                                                                                                                                                                                                                                                                                                                                                                                                          |              |                           |               |           |
| EMPLOYEE BENEFITS:                                                                                                                                            | In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Telework; Alternate Work Week Program; Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines. |              |                           |               |           |
| FILING INSTRUCTIONS                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                           |               |           |
| Forward a cover letter, resume, and transcript (if applicable) electronically to:<br><a href="mailto:DHS-CO.Resumes@dhs.nj.gov">DHS-CO.Resumes@dhs.nj.gov</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |                           |               |           |

You **must** include the Job Posting #, and Last Name in the **subject line** of your email. Example: ( 123-25, Smith )

New Jersey Department of Human Services is an Equal Opportunity Employer