



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 #:	273-26	ISSUE DATE:	8/11/2026	CLOSING DATE:	8/25/2026
TITLE:	Guardianship Services Specialist Trainee				
LOCATION:	Department of Human Services Bureau of Guardianship Services – Legal Unit 11A Quakerbridge Plaza Hamilton, NJ 08619	RANGE:	P95		
		SALARY:	\$55,690.52 - \$58,222.22		
		UNIT SCOPE:	K845 – Bureau of Guardianship Services		
		SERV. CLASS:	Non-Competitive		
OPEN TO:	Public				
DESCRIPTION					
DEFINITION:	Under the close supervision of a supervisory official in a state department, institution, or agency, as a trainee and productive worker, receives on-the-job training while assisting in providing guardianship services to assigned clients in various community living arrangements, developmental centers, and private residential facilities; or providing services related to securing, monitoring, auditing, and/or managing assigned clients' personal income, assets, and/or benefits; completes assignments which provide practical guardianship service experience; does related work as required.				
SPECIAL NOTE:	The Guardianship Services Specialist Trainee within the Legal Unit assists in preparing guardianship petitions for filing in court. This requires communicating with and reviewing reports from various state agencies, the Office of the Attorney General, psychologists, families, individuals receiving services and the public at large. Other responsibilities include maintaining documentation, writing certifications of diligent inquiry, utilizing databases and preparing court papers under the supervision of an attorney and/or the Bureau Chief.				
REQUIREMENTS					
REQUIREMENTS:	Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.				
	Four (4) years of professional experience relevant to the position.				
	NOTE: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.				
	OR				
	Possession of a bachelor's degree from an accredited college or university.				
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 <i>must be evaluated</i> 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 <i>will be at your expense</i> . 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.				
SAME PROGRAM:	If you are applying under the NJ State as a Model Employer "SAME" program, your supporting documents (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.				
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:

DHS-CO.Resumes@dhs.nj.gov

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