



# State of New Jersey

## Department of Human Services

**Philip Murphy**  
Governor  
**Sheila Y. Oliver**  
Lt. Governor  
**Carole Johnson**  
Commissioner

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

<b>JOB POSTING NUMBER</b>	343-20	<b>ISSUE DATE</b>	3/16/2020	<b>CLOSING DATE</b>	3/30/2020
<b>TITLE</b>	Agency Services Representative Trainee	<b>RANGE</b>	A99		
<b>LOCATION</b>	Division of Management and Budget Bureau of Guardianship Services 11A Quakerbridge Plaza, Mercerville, NJ 08069	<b>SALARY</b>	\$28,484.43		
		<b>OPEN TO</b>	Public		
<b>DEFINITION</b>	<p>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 work as required.</p> <p>The Agency Services Representative Trainee will primarily work with the Bureau of Guardianship Services (BGS) staff throughout the state and communicate with other department and agencies who serve BGS individuals. Maintaining records and entering data will be required as part of the work duties.</p>				
<b>REQUIREMENTS</b>					
<b>EDUCATION</b>					
<b>EXPERIENCE</b>					
<b>NOTE</b>	<ul style="list-style-type: none"> <li>➢ Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title Agency Services Representative 1, in accordance with Civil Service Commission procedures.</li> <li>➢ Strong computer, organizational, customer service skills and a knowledge of the state services available to individuals with Developmental/Intellectual Disabilities are a plus.</li> </ul>				
<b>NOTE FOR FOREIGN DEGREES</b>	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated 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.				
<b>LICENSE</b>	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.				
<b>IMPORTANT NOTICE</b>					
<b>RESIDENCY</b>	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.				
<b>NOTE</b>	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
<b>DRUG SCREENING</b>	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, 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.				
<b>FILING INSTRUCTIONS</b>					
Forward a cover letter and resume electronically to: <a href="mailto:dhs-co.resumes@dhs.nj.gov">dhs-co.resumes@dhs.nj.gov</a>					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer