



## VACANCY ANNOUNCEMENT

**Posting #:** 11-22

**Posting Period: From** 2/8/2022 **To** 2/22/2022

**Title:** Program Specialist Trainee

**Salary:** (P95) \$45,521.43 - \$47,579.48

**Number of Vacancies:** 1

**Workweek:** NE

**Program:** Veteran's Services Office

**Work Location:** 555 High Street Suite#6A  
Mt. Holly, New Jersey 08060

**Scope of Eligibility:** Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**NOTE:** All successful candidates will be required to undergo and pass a criminal and sex offender background check prior to the start date of employment.

**Job Description:** Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

### **Civil Service Commission Requirements**

**Education:** Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit a copy of degree or final unofficial transcripts, which indicates the date your degree was conferred, and the type of degree awarded. Failure to submit proof of bachelor's degree with your resume may result in your ineligibility.*

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Advancement:** Applicants must successfully complete the required twelve-month training period to be eligible for advancement to the title Program Specialist 1, in accordance with NJ Civil Service Commission procedures.

The inability of an employee to attain a level of performance warranting advancement to the title listed above should be considered as cause for separation.

**Resume Note:** Eligibility determinations will be based upon information presented on the resume only along with other supporting documents. 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.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**HOW TO APPLY:**

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

**New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.**