



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #:120-24

Posting Period: From 10/15/2024 To 10/29/2024

Title: Technical Assistant

Salary: (A14) \$45,562.00 to \$63,905.44

Number of Vacancies: 1

Workweek: 40

Work Location:101 Eggerts Crossing Road,
Lawrenceville, NJ, 08648

Program: Construction Facilities Management Office

Scope of Eligibility: Open to current NJ Department of Military and Veterans Affairs employees and applicants who meet the requirements listed below.

Appointment to this may be made provisionally, pending the outcome of an open competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass, and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal. Selection will be made from among the best qualified.

Job Description: Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature, assisting the Lease Coordinator with short term Use Agreements; does other related duties.

Civil Service Commission Requirements

Experience: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

Note: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

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.

Same Applicants: If you are applying under the NJ "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: SAME@csc.nj.gov or call CSC at (833) 691-0404.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans' Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>

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

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) 530-6723.

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.