



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:**122-24

**Posting Period:** From 10/15/2024 To 10/19/2024

**Title:** Staff Assistant 1

**Salary:** (P16) \$49,738.97 to \$69,977.54

**Number of Vacancies:** 1

**Workweek:** NE

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

**Program:** Veteran Services

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

**Job Description:** Under direction of a Principal Staff Officer or a Special Staff Officer, serves as a primary assistant in matters of a varied nature; does other related duties.

#### **Civil Service Commission Requirements**

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants must have completed formal or informal military courses resulting in the award of Military Occupational Specialty Code (MOSC) or Specialty Skill Indicator (SSI).

**Experience:** Two (2) years military experience. At least one (1) year military experience at Battalion level or in a support type unit.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

**NOTE:** Applicant must possess a Final Secret Clearance.

**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.

**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](mailto: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](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) 530-6888.

**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.**