



# New Jersey Department of Military and Veterans Affairs

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## VACANCY ANNOUNCEMENT

**Posting #:** 44-20

**Posting Period:** From 10/23/2020 To 11/6/2020

**Title:** Personnel Assistant 4

**Salary:** (Y19) \$49,990.39 - \$70,585.54

**Number of Vacancies:** 1

**Workweek:** 35

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

**Program:** Human Resources Division

**Scope of Eligibility:** Applications will be accepted from all NJ Department of Military and Veterans Affairs employees and applicants from other State Departments who meet the requirements listed below. Selection will be made from among the best qualified.

**Job Description:** Under the direction of the Manager, Human Resources, will be primarily responsible for regular and supplemental payroll for the central office. This position also processes health benefits, new enrollments for new hires, pension applications, leaves of absence and returns, maintenance of hourly employee hours, temporary disability forms, pre-payment of health benefits, and retirement certifications. This position will also work with DMAVA's federal component and help coordinate State Active Duty payroll and health benefits for soldiers. This position will be cross trained in recruitments and certifications and all other facets of the Division of Human Resources as needed. Experience with TALRS timekeeping system, eCATS, processing payroll, EPIC and MBOS is preferred.

### Civil Service Commission Requirements

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

**Experience:** One (1) year of technical experience in a personnel program of a public or private organization.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

**Note:** A Master's degree in Business Administration, Personnel Administration, Public Administration, Management or other related field may be substituted for 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.

### 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.**