



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 60-21

Posting Period: From 04/20/2021 to 05/20/2021

Title: Special Staff Officer 3

Salary: (R18) \$47,810.88 to \$67,426.47

Number of Vacancies: 1

Workweek: NL

Work Location:

Program: Construction and Facilities Management Office

101 Eggert Crossing, Lawrenceville, NJ

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.

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; will be responsible for managing State obligations with regard to the New Jersey Army National Guard (NJARNG) Facility Program activities throughout the State to include tracking budget preparation and budget execution. Will be required to develop manual reporting tools as necessary to manage budget and reporting, and will be responsible to prepare training for staff and customers. Does other related duties as required.

Civil Service Commission Requirements

Incumbent must be an active member of the New Jersey National Guard upon assignment to this position unless formally waived by the Chief of Staff. When the individual loses military status for any reason, his term of employment may be extended by the Chief of Staff in a civilian status until such time as the incumbent is eligible for retirement as a veteran under NJSA 43:15A-61.

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

Note: Must have completed formal or informal military courses resulting in the award of Military Occupational Specialist Code (MOSC) or Specialty Skill Indicator (SSI).

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: Final Secret Clearance required.

Preferred experience: Candidates who have experience and education in law and public accounting procedures with knowledge in military organizational structures, policies, standards and computer proficient in Word, Excel, Adobe will be preferred.

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

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.