



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:** V62-24 **Posting Period:** From 04/30/2024 to 05/07/2024  
**Title:** Principal Staff Officer 3 **Salary:** (R25) \$72,014.33 - \$102,361.07  
**Number of Vacancies:** 1 **Workweek:** NL  
**Work Location:** 100 Camp Drive **Program:** National Guard Training Center  
Sea Girt, NJ 08750

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

**Job Description:** Under direction of a General Staff Officer, Executive Director, or Principal Staff Officer, Department of Military and Veterans Affairs, assists higher level staff officers by implementing plans and policies as directed and directs execution of administrative matters pertinent to the organization; Supervises the work of subordinates; does other related work as required.

#### Civil Service Commission Requirements

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

**Note:** Successful completion of military courses equivalent to the level of the U.S. Army Branch Officer Career Course.

**Experience:** Three (3) years of experience as either an Officer or Warrant Officer at company or battalion level.

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

**Note:** Incumbent must be an active member of the New Jersey National Guard upon appointment to this position. Subsequent to appointment, should the incumbent cease to be an active member of the New Jersey National Guard for any reason, his term of employment may be extended by the Adjutant General in a civilian status until such time as the incumbent is eligible for retirement as a veteran under N.J.S.A. 43:15A-61.

**Note:** Must possess a Final Secret Clearance.

**Note:** Successful completion of military courses equivalent to the level of the U.S. Army Branch Officer Career Course.

**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.

**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:

REFERCE VACANCY NUMBER V62-24 IN SUBJECT LINE

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) 530-6723.

**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.**