New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: V-67-22 (Repost)  
Posting Period: From 6/29/2022 To 7/14/2022

If previously applied, need not apply.

Title: Technical Program Assistant (Personnel)  
Salary: (Y20) $54,390.80 - $76,912.67

Number of Vacancies: One (1)  
Workweek: NE (35 Hour) Workweek

Program: Human Resources Division  
Work Location: 101 Eggerts Crossing Road
Lawrenceville, NJ 08648

Scope of Eligibility: Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title or permanent NJ State employees in a competitive title who meet the requirements listed below.

Job Description: Under direction of a supervisory official in a state department, institution, or agency, has charge of the work program and/or staff of a technical unit responsible for reviewing, monitoring, and processing specific actions requiring the application of rules, regulations, policies, and/or procedures; or, independently, under general supervision, reviews, analyzes, and makes effective recommendations for actions involving a specific element of a regulatory or administrative program requiring the application of rules, regulations, policies, procedures, and/or technical concepts; does related work as required. *Prefer candidates who have a working knowledge of MS Excel, Business Objects and MS Visio.

Per Executive Order 253, all State employees were required to be vaccinated by October 18, 2021 or undergo weekly testing. Please do not submit your vaccine card at this time.

Civil Service Commission Requirements

Experience: Five (5) years of experience in work involving the application of rules, regulations, procedures, or policies in the processing of technical actions.

Preferred Experience: Knowledge of Microsoft Office Suite and Business Objects.

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, substituting to a maximum of four (4) years.

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:**
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](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.