



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:** 71-21

**Posting Period:** From 05/05/2021 to 05/26/2021

**Title:** Principal Staff Officer 2

**Salary:** (S28) \$75,243.18 to \$107,223.96

**Number of Vacancies:** 1

**Workweek:** NL

**Work Location:**

Atlantic City Air Base 400 Langley Rd.  
Atlantic City, NJ 08234

**Program:** Atlantic City Air Force Base

**Scope of Eligibility:** Application 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 1, 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; exercises staff supervision over employees and may direct the activities of Bureau Chiefs or Branch Supervisors; does other related duties as required. Responsible for the maintenance, repair, and minor construction work. Support and supervise workers who perform various carpentry, custodial, electrical, plumbing, fuels system maintenance, grounds, heating and air conditioning, and structural related work. Monitors scheduling of work, develops plans, budgets, and reports, investigate accidents or incidents and receives visiting officials.

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### 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:** Four (4) years of experience as a company level officer in a command or staff position in any regular military service or its reserve component. One of must be supervisory.

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

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

**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.**