



Department of Military & Veterans Affairs

X Appointment Opportunity Promotional Opportunity

The New Jersey Department of Military and Veterans Affairs invites you to apply for the following position:

JOB POSTING #	96-25	ISSUE DATE:	10/23/2025	CLOSING DATE:	11/13/2025
TITLE:	Special Staff Officer 1			WORK WEEK:	N4
LOCATION:	400 Langley Rd., Egg Harbor Township, NJ, 08234	RANGE:	S23	SALARY:	\$70,431.37 - \$103,186.57
		CLASS OF SERVICE:	Unclassified		
		UNIT SCOPE:	E110		
		WORK SCHEDULE:	Monday – Friday		
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING:					
☐ Current Department of Military and Veterans Affairs employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		☐ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions		☒ Interested individuals who meet the stated requirements	
JOB DESCRIPTION					
DEFINITION:	Performs tasks associated with development, operation, improvement, and/or maintenance of automated project management and control systems. Prepares manual and Computer Aided Design (CAD) drawings, specifications, cost estimates, engineering related memorandums and other documentation required by base, state, and federal agencies. Manages and utilizes surveying technology to include Geographic Information Systems (GIS), Global Positioning System (GPS) and Global Navigation Satellite System (GNSS). Performs drafting duties. Interpret rough engineering sketches to produce working drawings using manual and CAD techniques. Produce architectural, structural, civil, mechanical, and electrical drawings. Update Base Comprehensive Plans (BCP) and maintains record drawings. Plot and produce drawings. Link computerized maps to databases displaying detailed information via the web. Create geographic coverage. Develop database structures. Create and populate feature codes. Link graphical data to relational databases. Develop query routines for end-user applications. Common Installation Picture (CIP) maintenance, map creation, and analysis of geospatial/GIS data. Performs surveying duties. Conduct reconnaissance, site location, construction, and mapping surveys while operating manual and electronic surveying equipment. Collect, convert, and present field survey data for civil engineering projects. Maintain equipment. Performs construction project administration, engineering and design inspection of facilities, roadways, and utilities for the 177th Fighter Wing New Jersey Air National Guard, on a federal installation, to ensure that the needed system(s) will be constructed in accordance to plans and specifications, schedule, budget, and using agency requirements. Inspects construction work completed by electrical, mechanical, plumbing, structural steel, and general contractors for conformance with recognized standards and contract documents. Suggests improvements to the unit's procedures to enhance performance. Assist in establishing scopes of work for new design projects and in selecting consultants. Prepares a clear, accurate job record in logbook; lists inspections conducted, personnel on site, delivery of major equipment, strikes, causes of delays, and job problems.				
NOTE:	The examples of work for this title are for illustrative purposes only. Job specifications for this position can be found using this link: https://info.csc.state.nj.us/TitleList/TitleSearch.aspx. 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.				
REQUIREMENTS					

EDUCATION & EXPERIENCE:	Incumbent must be an active member of the New Jersey Nation Guard upon assignment to this position unless formally waived by the Chief of Staff, New Jersey Department of Military & Veterans Affairs. 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 N.J.S.A. 43:15A-61 EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. NOTE: Completion of Branch Officer Basic Course or equivalent. EXPERIENCE: Three (3) years of military experience. One (1) year military experience at Battalion level or in a support unit. Supervisory experience desirable. NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis. NOTE: Final Secret Clearance required.		
LICENSE / CERTIFICATION:	Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.		
SPECIAL NOTICES			
RESUME NOTE:	Eligibility determinations will be based upon information presented on the resume and application only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.		
PUBLIC SERVICE LOAN FORGIVENESS:	As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S Department of Education's website at https://StudentAid.gov/PSLF		
VETERANS PREFERENCE:	Are you a veteran? If so, proof of your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at: https://www.state.nj.us/csc/seekers/veterans.		
SAME APPLICANTS	If you are applying under the NJ "SAME" program, your supporting documentation (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, visit their website at: https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3		
RESIDENCY:	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.		
DRUG SCREENING:	If you are a candidate for a position that involves direct client care with the Department of Military and Veterans Affairs, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.		
INFLUENZA VACCINATION:	NJ State Law (N.J.S.A. 26:2H-18.79) requires <u>ALL</u> health care facility employees to have the influenza vaccination annually.		
AVAILABLE BENEFITS:	As a NJ State Department, DMAVA provides a comprehensive list of benefits to the employees. The benefits include, but are not limited to, the following: <table border="0"> <tr> <td> • Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i> </td><td> • NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Tuition Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays </td></tr> </table> * Pursuant to Department's Policy, Procedures, and/or guidelines	• Alternate Work Week* • Telework* • Deferred Compensation • Health and Life Insurance with Partial Vision Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Benefit Leave Time* <i>Varies depending on years of service</i>	• NJ Pension Plan (NJ Public Employees' Retirement System - PERS) • Tuition Reimbursement • Public Service Loan Forgiveness (PSLF) • Flexible and/or Health Spending Accounts (FSA) & (HSA) • Paid Time Off • 13 State Holidays
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FILING INSTRUCTIONS			

Submit application for employment, cover letter, resume, and other supporting documentation as a **single PDF** document, saving the file by your **Last Name, First Name**, to:



CareersCentral@dmava.nj.gov or by U.S Mail: ATTN:

HRD-PMRS, P.O. Box 340

Trenton, NJ 08625-0340

Fax Number:(609) 530-6723

If you are interested in any other postings within the department, please use your phone camera and scan the QR Code on the left. This will take you to the DMAVA Job Posting website where all other positions will be posted.

Be sure to include the **Job Posting #** in the subject line of your email or cover letter

Application forms may be obtained from the Human Resources website at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf> or you may request via the email address provided.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.