



New Jersey Motor Vehicle Commission

CAREER OPPORTUNITY

PART-TIME TECHNICIAN POSITIONS

Job Posting Number: 2019-102

**All part-time positions are for Saturdays only **

OPEN TO THE GENERAL PUBLIC

Issue Date: July 16, 2019

Closing Date: ONGOING

GENERAL DESCRIPTION:

Prospective employees will be responsible for a number of tasks throughout the agencies. They will review and process agency documents as well as administer oral and written examinations to applicants, in accordance with applicable State and Federal laws, regulations and policies.



WHY WORK WITH US?

Benefits of Part-Time Positions:

- Employees earn leave time
- Paid Holiday and Vacation Time
- Enrollment in a retirement fund (DCRP)
- Shift hours are from 7:45 am to 3:15 pm.
- Salary is \$18.90 per hour

WHAT WE NEED FROM YOU:

Two (2) years experience in customer service and/or the performance of administrative, clerical and/or technical support duties in one or more of the following areas: reviewing and processing various documents; disseminating, verifying and providing information to the public; administering oral or written examinations.

HOW TO APPLY:

Apply via mail or e-mail by submitting your MVC Application (found on NJ MVC Website, www.njmvc.gov), resume, cover letter, and personal relationships disclosure statement (attached) including the posting number on the subject line and your telephone number. Our mailing address is: New Jersey Motor Vehicle Commission, Attn. HR Recruiter, 225 East State Street, P.O. Box: 050, Trenton, NJ 08666 or email mvchrrecruiter@mvc.nj.gov

INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME.
JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources

MOTOR VEHICLE COMMISSION

PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual’s spouse/domestic partner/civil union partner¹ or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

____ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

____ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name	Relationship	Division and Work Location

Additional Space Needed for Disclosure YES NO **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) _____

Applicant/Employee’s Signature _____ Date: _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.