



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026-078-T	<b>ISSUE DATE:</b> June 12, 2026	<b>CLOSING DATE:</b> June 26, 2026
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<b>TITLE:</b> Tax Representative Trainee	<b>OPEN TO:</b> Department Wide (Treasury Employees)
<b>DIVISION:</b> Taxation	<b>TITLE CODE:</b> 51400 <b>RANGE:</b> P95
<b>UNIT:</b> Various	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 3 John Fitch Way, Trenton, NJ	<b>SALARY RANGE:</b> \$53,807.27- \$56,253.35

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Taxation is seeking Tax Representative Trainees to learn how to conduct routine and special field investigations to ensure compliance with the provisions of the New Jersey Tax Law regarding Local Property; or learns to provide information and assistance to taxpayers, their representatives and/or staff regarding taxes and programs; learns to research, investigate and resolve routine tax administration cases and/or inquiries and perform account adjustments; does other related duties.

Taxpayer Service Representatives provide technical information to taxpayers and/or their representatives on all taxes administered by the Division. They provide responses to inquiries received from taxpayers and/or their representatives by mail, email, or telephone. Taxpayer Service Representatives make on-line adjustments to accounts and authorize the release of overpayments in the form of refunds and/or property tax relief program rebates. Taxpayer Service Representatives research tax laws and regulations to enable the drafting of educational materials, and presentations to be included in training programs for Division employees, tax professionals, and the public.

#### Opportunities are available within the following branches:

**Inheritance & Estate Tax:** Trainees will Respond to inquiries received by mail, telephone, or personal visit from taxpayers or their representatives, and provides necessary technical information and assistance in uncomplicated cases. This includes performing the necessary research and compilation of data to supply information required. Receive and verify data from correspondence, forms, returns, assessments and computer generated files. Create new records as needed in computer system. Reviews requests for information to determine whether the response requires an opinion by a higher authority or should be referred to another team or area in the division. Prepares Inheritance Tax waivers. Other duties or special projects as required by supervisor, which use all or any of the above stated skills. Taxpayer Representative Trainees will complete and submit to their Supervisor clear and accurate monthly reports.

**Gross Income Tax Audit:** Trainees will ensure compliance with New Jersey Tax Laws, provide assistance and information to taxpayers, their representatives and or staff regarding taxes and programs and resolves routine tax administration cases and/or inquiries. As such, Team E's Tax Representative Trainee would perform work that is essential to assist taxpayers and the GIT Branch in general. Analyzes, investigates, and resolves taxpayer issues after researching taxpayers' accounts and applicable law. Tax Representative Trainees working on Tiered Partnership Account Reviews will review Partnership accounts/returns to verify reported tiered income and credits, make adjustments to taxpayer accounts, issues refunds, credits and bills, and review all related taxpayer correspondence. Respond to inquiries received through mail, email, and phone calls. Tax Representative Trainees working on Partnership and Business Alternative Income Tax (BAIT) Phone Correspondence will respond to taxpayer voice messages and mail/email correspondence regarding Partnership and BAIT questions, make adjustments to taxpayer accounts, issue refunds, credits and bills, and review all related taxpayer correspondence.

**Excise Tax:** Trainees will review excise tax license applications submitted by taxpayers for completeness, accuracy, compliance with the applicable law and requests additional information as needed for approval of the requested license. Research assigned license application using both internal and external records. Verifies outstanding liabilities and ensures compliance prior to issuing the requested licenses.



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**Property Admin – Sales Ratio:** Trainees will investigate real estate transactions (SR1As) and determine if the sales price represents fair market value, the property assessment is accurate, the sale occurs within the sampling period, and the full bundle of rights were transferred. If the SR1A meets these requirements, the sale is considered usable within our Sales Ratio Study. If the SR1A does not meet these requirements, then the sale should fall within one of the 36 nonusable (NU) categories.

**Property Admin – Revaluations/Assessments:** Trainees will complete Farmland Assessment Audit/Compliance Review by reviewing Farmland forms for accuracy and completeness in municipalities. Document discrepancies, prepare worksheets/reports findings that can be disseminated to the Tax Assessor, Tax Administrator, and Supervisor/Division Management. Assist with the administration of the State-sponsored Farmland Assessment training program for assessors. Assist in the creation and dissemination of information flyers and/or memos regarding training opportunities and requirements and registration forms and coordinating speaker schedules. Respond to registrants' questions and confirm course availability, tabulate the number of registrants in terms of their licensing cycles and available seating and distribution of continuing education credit vouchers (CEU3).

**Legislation, Communication and Stakeholder Relations Branch:** Trainees will resolve cases/inquiries as assigned. Respond timely to telephone inquiries, e-mails and other correspondence to provide technical tax information and foster voluntary tax compliance. Adjust taxpayer accounts and approve any overpayments or bills when necessary. Outreach other departments to obtain input and/or resolve issues. Follow-up with taxpayer and/or applicable areas of the Division until assigned matters are resolved. Respond to requests for information from the Director's Office, Legislator's Office and Governor's Office. Provide all information, whether written or oral, in clear, easy-to-understand manner. All information provided to the public must be accurate and sufficient to encourage taxpayer compliance with the law.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.

### POSITION REQUIREMENTS

**Education & Experience:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position.

-OR-

Possession of a bachelor's degree from an accredited college or university.

**Note:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

### IMPORTANT NOTES

**Advancement:** Appointees to a trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code 51400) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



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## GENERAL INFORMATION

**Vacancy Notice:**

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**If you are qualified, please submit the documents listed below by 5:00 p.m. on June 26, 2026:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the NJ SAME Program, your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026-078-T Tax Representative Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*