



# State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

MATTHEW J. PLATKIN  
Acting Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

## March 8, 2022 NOTICE OF JOB VACANCY #22-167

Opportunities currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements listed below:

**TITLE:** Agency Services Representative Trainee

**SALARY:** \$29,635.20

**LOCATION:** Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** Twenty-Six (26)

**DUTIES:** Under the close supervision of a supervisory official in the Division of Consumer Affairs, provides basic and/or repetitive front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related work as required.

### **REQUIREMENTS**

**LICENSE:** Appointees 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.

**PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 in accordance with Civil Service Commission procedures. *The inability of an employee in a trainee title to successfully attain a level of performance warranting advancement shall be considered cause for separation.*

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

***If qualified, please send a cover letter indicating interest in job vacancy number #22-167 and a current resume to:***

Recruitment Coordinator  
[Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov)

**OR**

Recruitment Coordinator  
Division of Consumer Affairs  
P.O. Box 45024  
Newark, NJ 07102

**This is a continuous recruitment effort. The announcement will remain open until all vacancies have been filled.**

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

