



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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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

July 29, 2022 NOTICE OF JOB VACANCY #22-400

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Technical Assistant 3

SALARY: \$55,478.62 to \$78,450.85

LOCATION: Division of Consumer Affairs
Regulated Business Unit
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the general supervision of a supervisory official in the Regulated Business Unit, Division of Consumer Affairs, Department of Law and Public Safety, will be responsible for independently conducting, reviewing and the assessment of complicated applications and inquiries concerning what type of application for registration is most appropriate. Responsible for follow-up communication with potential applicants with additional questions/inquiries in order to make a proper determination on the type of application necessary. Possesses knowledge of laws and regulations governing relevant types of regulated businesses, in order to explain statutory and regulatory requirements to applicants. Conducts research to explain laws/regulations and technical information and/or to clarify or resolve complex, varied and complicated registration issues. Drafts clear and concise responses to inquiries from applicants, consumers, and investigative and other staff. Serves as a liaison for the RBS unit in gathering and disseminating information to other units of the Division; assists in planning, revising and updating forms and applications; and makes recommendations to improve the efficiency in the processing of applications and operations of the unit; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with an Associate's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Three (3) years of experience in providing support to functions such as grant/contract compliance monitoring, program monitoring, or fiscal compliance and budgetary assistance and/or providing technical assistance to state and/or local communities or agencies, completing forms or applications, reviewing documents for accuracy and content, resolving complaints, or interpreting rules, regulations, policies, and procedures for the public and/or others.

NOTE: Applicants who do not possess the required experience may substitute additional education as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: 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 required to perform the essential duties of the position.

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.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-400 and a current resume on or before the closing date of August 12, 2022 to:

Recruitment Coordinator
Recruit@dca.njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Department
P.O. Box 45024
Newark, NJ 07102

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.

