



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

September 20, 2022
NOTICE OF JOB VACANCY
#22-507

This is a repost of #22-303; previous applicants need not to reapply.

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Agency Services Representative Trainee

SALARY: \$30,227.90

LOCATION: Division of Alcoholic Beverage Control
Licensing Bureau
140 East Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of the Licensing Bureau Chief, Unit Manager, and/or other supervisory official in the Division of Alcoholic Beverage Control, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of license, permit and brand applications and verifies information for completeness and compliance with statutes, regulations, including review of any supporting documents; processes license, permit and brand applications, accurately performing all data entry including verification of fees; will be assigned to process agency documents regarding specific counties or specific types of permits and/or brand registrations/amendments; manages high volume of telephone/email inquiries related to the issuance/renewal of licenses, permits and brands; provides information to licensees, municipal clerks, law enforcement, legal counsel, compliance agencies and the public; provides technical assistance with registration, login information and application submission through the ABC Online Licensing System; maintains essential license, permit and brand files electronically and physically; conducts information searches of records in response to inquiries from other bureaus/units; may provide input on enhancements and performance issues with the online licensing system; performs other related duties as required.

REQUIREMENTS

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 necessary to perform the essential duties of the position.

ADVANCEMENT: 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.

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 announcement #22-507 and a current resume on or before the closing date of October 4, 2022 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

