



State of New Jersey

PHILIP D. MURPHY
Governor

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

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

January 12, 2022
NOTICE OF JOB VACANCY
#22-59

An opportunity currently exists 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, or the approved non-competitive title, who meet the requirements specified below:

TITLE: Technical Assistant
SALARY: \$38,232.24 to \$53,435.58
LOCATION: Division of Consumer Affairs
Administration Unit
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisory official in the Division of Consumer Affairs, processes revenue transactions and compiles associated reports; performs reconciliations, chargebacks and refunds as required; reviews licensee claims and requests to facilitate more complex refund claims as required; applies revenue sources, codes and dollar amounts to prepare cash receipts for entry to New Jersey Financial System; organizes and processes credit card payments; performs other related duties as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university 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 necessary to perform the essential duties of the position.

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.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-59 and a current resume on or before the closing date of January 26, 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.

