



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING # STA-2023-016	OPEN TO: Anyone who meets the requirements
ISSUE DATE: April 1, 2023	CLOSING DATE: April 30, 2023
TITLE: Temporary Employment Services (TES)/ Support Services	SALARY: \$20-35 per hour
DIVISION: Office of the Secretary	Location: Trenton, NJ

DEFINITION: This position is responsible for providing transportation services to the Secretary of State. This position will perform routine duties of a varied nature. The Secretary's vehicle will be used for transport, this includes picking up and dropping off to various locations and events, in addition to picking up materials and supplies of varied types for the Secretary. It will be the responsibility of the Driver to ensure that the motor vehicle is properly serviced and maintained in good operating condition.

REQUIREMENTS

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

EXPERIENCE: One (1) year of experience driving a motor vehicle for the purpose of transporting passengers, supplies, or materials.

- Northern New Jersey Residency preferred
- Must be experienced with transporting Confidential Executives
- Must be able to work a flexible schedule

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Applicants should submit a cover letter with posting number, resume, and employment application (employment application can be found here - <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf>) by close of business (5:00 p.m.) on the closing date to Employment.Recruiter@sos.nj.gov

SAME Applicants: If you are applying under the NJ "SAME" program, all supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> Email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

The New Jersey Department of State is an Equal Opportunity Employer