NEW JERSEY CANNABIS REGULATORY COMMISION

NOTICE OF VACANCY

Technical Assistant 1

TITLE CODE: 64181 **WORKWEEK: NE (35 hour)**

SALARY RANGE: $40,881.03 - $57,339.78 **RANGE: A14**

ISSUE DATE:
October 12, 2021

CLOSING DATE:
November 9, 2021

OPEN TO: ☒ **State Wide (all Departments/State employees)**

☐ **Department Wide (open to Treasury employees)**

☐ **Unit Scope: _____** ☐ **Division Wide**

DIVISION & WORK LOCATION:
NJ Cannabis Regulatory Commission
Office of Compliance & Licensing
225 East State Street, 2nd Floor
Trenton, NJ 08625

JOB DESCRIPTION:

In the NJ Cannabis Regulatory Commission- Office of Compliance & Licensing reviews licensing and programmatic documents, or other documents for accuracy, appropriateness, and completeness, identifying and resolving problem areas and processing them in accordance with rules, regulations, and laws of the assigned unit. Edits, updates, retrieves, verifies, and corrects data, exercising independent and collaborative judgement with Supervisor in making corrections to all errors. Contacts applicants/public to verify information and resolve problem situations and complaints. Prepares correspondence designed to convey information concerning the regulations and procedures as they pertain to licensing obtainment. Maintains logs of assignments and establishes a tracking system for better flow of work. Maintains essential records and files. Assists in providing statistical data and information pertaining to the work of the unit. May be required to perform other related duties.

REQUIREMENTS:

Open to full-time employees in a competitive title who meet the open-competitive requirements listed below:

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: One (1) year 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.

INSTRUCTIONS TO APPLY

If you are interested in this employment opportunity, please submit the following documents:

- Cover Letter/Letter of Interest,
- Resume
- Application for Employment found at **https://www.nj.gov/treasury/administration/pdf/hr-application.pdf.**

All responses must be submitted via email to address listed below by 5:00 pm (close of business) on the closing date listed above.

NJ Department of the Treasury
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Tech Asst 1- CRC" in the Subject Line)

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

AUTHORIZED BY:

Holly Foster, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer