



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 151 - S	ISSUE DATE: November 6, 2024	CLOSING DATE: December 20, 2024
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TITLE: Technical Assistant 2	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 64182 RANGE: P17
UNIT: Various	WORKWEEK: NE (35 hours)
LOCATION: 50 Barrack Street, Trenton, NJ	SALARY RANGE: \$51,987.70 - \$73,257.94

JOB DESCRIPTION

The New Jersey Cannabis Regulatory Commission (NJ-CRC) is seeking to fill multiple Technical Assistant 2 vacancies throughout the agency. A Technical Assistant 2 within the New Jersey Cannabis Regulatory Commission is responsible for accurately processing and reviewing program documents for completeness by identifying and resolving problems as they are presented to the work unit. The Technical Assistant 2 will also respond to telephone and written inquiries from constituents and applicants to resolve reported issues and complaints. These incumbents will work with the supervisor of their assigned unit to provide production data and other information regarding the performance of the unit as assigned.

The selected candidate will review difficult and involved contractual, financial, programmatic documents, or other documents for accuracy, appropriateness, and completeness, identifying and resolving sensitive problem areas and processing them in accordance with NJ-CRC rules, regulations, and laws of the assigned unit. Assists in coordinating, gathering, compiling, assembling, analyzing, and interpreting received licensing and certification data required by the supervisory official and/or professional staff in completing assigned tasks. Maintains logs of assignments and establishes a tracking system for better flow of work. Ability to deal effectively with associates, employees of various outside agencies, and the public in conveying information pertinent to the functions of the unit. Ability to devise and implement work schedules and procedures to meet the needs of various assignments. May provide procedural information, obligations, responsibilities, and rights to program participants and other interested parties. May assist in preparing official documents in accordance with unit procedures and established regulation. Which may include reviewing completed cases prior to submission for payment to include re-certifications, budget revisions, and interim redetermination. May guide lower level employees in the appropriate application of specific rules, regulations, policies, and procedures to varying situations in the unit; does other duties as required.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION 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:** Two (2) 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.

IMPORTANT NOTES

- Open to the following:** Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For information, please contact CSC at (609) 292-4144, option 3, or email: CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.
- Veteran's Preference:** Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For information, visit: <http://www.state.nj.us/csc/seekers/veterans>.
- Foreign Degrees:** Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on December 20, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 151 - S Technical Assistant 2" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer