



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 154 - S	ISSUE DATE: November 6, 2024	CLOSING DATE: December 20, 2024
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TITLE: Technical Assistant	OPEN TO: State Wide (all Departments/State Employees)	
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 51329	RANGE: A12
UNIT: Licensing	WORKWEEK: 35 Hours	
LOCATION: 50 Barrack Street, Trenton, NJ	SALARY RANGE: \$41,774.43 - \$58,386.45	

JOB DESCRIPTION

The New Jersey Cannabis Regulatory Commission (NJ-CRC) is seeking a Technical Assistant for the Licensing Unit. Technical Assistants within the New Jersey Cannabis Regulatory Commission are 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 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 Technical Assistant will be responsible for: reviewing programmatic documents or other documents for accuracy, appropriateness and completeness. Identifies and resolves problems related to the processing of documents in accordance with the rules, regulations and laws of the NJ-CRC. Edits, updates, verifies and corrects data related to the submitted compliance and investigation documents submitted. Exercise collaborative judgement with Supervisor in order to correct all errors. Contacts applicants and business owners to verify information and resolve problem situations and complaints. Prepares correspondence designed to convey information concerning the regulations and procedures as they pertain to the work of the Licensing unit. Maintains logs of assignments and establishes tracking system for better work flow. Maintains essential records and files. Assists in providing statistical data and information pertaining to the work of the unit. May provide procedural information, obligations, responsibilities and rights to program participants and interested parties; performs other job duties as needed.

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.

POSITION REQUIREMENTS

Education & 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.

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 more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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 more information, please 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 more information, please 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- 154 - S Technical Assistant" 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