



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 102 - S	ISSUE DATE: July 23, 2026	CLOSING DATE: August 27, 2026
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TITLE: Transportation Services Specialist 1	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Administration	TITLE CODE: 51101 RANGE: P18
UNIT: Transportation Services – Central Motor Pool	WORKWEEK: 35 Hours
LOCATION: 605 S. Broad St., Trenton, NJ 08625	SALARY RANGE: \$58,222.22 - \$84,763.22

JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Transportation Services – Central Motor Pool (CMP) Unit, is seeking a Transportation Services Specialist 1. Under the close supervision of a Transportation Services Specialist 3 or 4 or other supervisory official the Transportation Services Specialist 1 will maintain accurate inventory of active and inactive vehicles within CMP's M5 database. Will be responsible to maintain the M5 database which includes overseeing Licensing and Permit Administration (Licperm) frame for all VIP, confidential, Cabinet level, and school bus license plate information. Responsible for updating all information regarding vehicle assignment type, class code, and adding fuel rings and Geotab information. Keep detailed records on department/operator assignments, scan and file vehicle documents, forms, and registration receipts into FileNet. Review Distribution and Support Services (DSS) vehicle sale list and add new vehicles.

Other responsibilities of the Transportation Services Specialist 1 include processing requests from other departments/agencies and CMP's garages for salvage, duplicate, and junk titles for CMP's owned vehicles. Review titles for accuracy which are required to be with the vehicle before it can be sold at DSS auctions. The Transportation Services Specialist 1 will ensure these documents are present and accompany the vehicle.

Prior to the end of the fiscal year, the Transportation Services Specialist 1 will enter asset data from CMP into Land and Building Asset Management System (LBAM). Annually modify the Alternate Fuel Report for CMP's vehicles for the U.S. Department of Energy Standard, Compliance Annual Report and for the State of NJ Records and Reports.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Five (5) years of professional experience in a public or private organization involving data collection and analysis, program development, and organizational and fiscal planning, one (1) year of which shall have included experience in an employee transportation services program.

-OR-

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience in an employee transportation services program

-OR-

Possession of a master's degree in Business or Public Administration, Management Services, Economics, Marketing, or related field.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

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 made in accordance with Civil Service Commission rules and regulations.

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 and must be included in your application submission by the closing date.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 August 27, 2026:

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

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “**2026-102-S Transportation Services Specialist 1**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer