



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 111 - P	ISSUE DATE: August 12, 2026	CLOSING DATE: August 26, 2026
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TITLE: Helper	OPEN TO: General Public
DIVISION: Taxation	TITLE CODE: 42431 RANGE: 009
UNIT: Management Services	WORKWEEK: 40 hours
LOCATION: 3 John Fitch Way, Trenton, NJ	SALARY RANGE: \$38,640.95 - \$55,447.65

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Taxation is seeking to fill multiple Helpers within the division. Under the supervision of a Crew Supervisor or other supervisory official in a state department, institution, or agency, either working alone or as one of a group, does varied unskilled and/or semi-skilled work; does related work as required.

Examples of work include but are not limited to:

- Pick up mail from the Capital Post Office (CPO) and deliver it to the Division's mail room, where it will be sorted and distributed throughout Taxation. Deliver metered mail to the CPO for processing.
- Operate manual and electric pallet jacks to load, unload, and palletize boxes for transport in the warehouse. May be required to become forklift certified to perform additional warehouse tasks when instructed.
- Perform personnel moves by transporting office supplies using rolling carts, hand trucks, dollies and hamper. This includes the setup and breakdown of computer equipment.
- Ability to read, understand, and follow written and/or oral instructions to complete assigned tasks such as maintaining and organizing Taxation's stock rooms and warehouses.
- Drive the Division's vans, cars, Mobile Unit, and possibly a non CDL box truck to deliver mail, supplies, forms, and equipment to all Taxation's offices and warehouses throughout the state.
- Assist in general clerical work such as filing and printing documents. Will utilize a computer to respond to emails, submit leave requests, time sheets for approval, and complete required eLearning.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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.

POSITION REQUIREMENTS

Education & Experience:

Six (6) months of experience in any variety of unskilled labor.

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

Starting Salary:

In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



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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.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the State as a Model Employer of People with Disabilities (SAME) program allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

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 26, 2026:

- Cover letter/Letter of interest
- Resume
- If you have established Veteran's Preference, you must include a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS to apply your preference to this job vacancy posting.
- If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date.

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2026 - 111 - P Helper" 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