



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 055 - S	<b>ISSUE DATE:</b> April 25, 2025	<b>CLOSING DATE:</b> May 23, 2025
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<b>TITLE:</b> Technical Assistant	<b>OPEN TO:</b> State Wide (all Departments/State Employees)
<b>DIVISION:</b> Property Management & Construction	<b>TITLE CODE:</b> 51329 <b>RANGE:</b> A12
<b>UNIT:</b> Office of the Director	<b>WORKWEEK:</b> 35 Hours
<b>LOCATION:</b> 33 West State Street, Trenton, NJ	<b>SALARY RANGE:</b> \$41,774.43 - \$58,386.45

**THIS IS A REPOST OF POSTING #2024-164-S. CANDIDATES WHO RESPONDED TO 2024-164-S DO NOT NEED TO REAPPLY. INTERVIEWS WILL BE EXTENDED ON THE BASIS OF THEIR RESUME.**

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Property Management & Construction (DPMC) is seeking a qualified candidate for a Technical Assistant position. Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.

Verify inventory of office supply stockroom bi-monthly and order needed supplies. Verify incoming shipments of supplies for conformity with the requisitions/Purchase Order to ensure receipt of all supplies and billings, then verify billing to ensure completeness and accuracy and reach out to vendors for additional information if needed. Stock supplies neatly. Contact utility companies regarding occupancy of a leased facility. Notify Energy Solve, Treasury/Fiscal, or other necessary parties on new accounts and terminated accounts to ensure their records are updated with new account information or final billing information. Complete Intra-governmental Payment Vouchers with appropriate funding and account information, submit to Management recommending approval. Forward approved Intra-governmental to DPMC staff of Blues Acres Project for processing to DEP for requested funds reimbursement. Review, audit and submit Landlord miscellaneous payments to Management for approval. Payments are monthly/quarterly reimbursements from Landlords for various types of payments including gas, electric, water, sewer, rentals and security. Review submitted billings from State Police for reimbursement for security guard services at various Treasury owned/leased locations. Identify associated lease numbers with locations, if discrepancies arise, investigations will be initiated. Maintain a spreadsheet of all payments that will be inputted into the Real Estate Management System (REMS).

Ensure that interoffice mail, including but not limited to, packages, office supplies and/or equipment are transported to and from DPMC offices according to established schedules and routes. Act as Advertising Coordinator/Liaison between various offices within the Division and various newspaper publications. Maintain accurate files of all advertisements. Prepare and process electronic check deposits for payments of incoming rents for Leasing Out program as well as property sales or acquisitions. Prepares cash receipts and submits to Treasury/Fiscal for processing. Gather and analyze data on order to prepare reports as needed for special projects assigned by various management within the Director's Office. Collect date including utility usage/billing information as needed and research any issues related to utilities of leased/owned spaces. Create reports related to both State owned and leased facilities. Coordinates meetings through Calendar Manager Program. Provide administrative support to various professionals within the Chief of Staff's Office. Directs visitors by maintaining employee and department directories. Answer telephones in courteous manner and satisfy routine telephone inquiries.

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. 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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### POSITION REQUIREMENTS

**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.

### 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.

**SAME Applicants:** 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.

**Veteran's Preference:** 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](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**Foreign Degrees:** 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.



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## 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 May 23, 2025:**

- 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](mailto:EmploymentRecruiter@treas.nj.gov)**

**(Please list the "2025- 055 - 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*