



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 068 - S	<b>ISSUE DATE:</b> June 9, 2025	<b>CLOSING DATE:</b> June 23, 2025
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<b>TITLE:</b> Storekeeper 2	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Administration – Transportation Services	<b>TITLE CODE:</b> 40143	<b>RANGE:</b> A16
<b>UNIT:</b> Central Motor Pool – Main Garage	<b>WORKWEEK:</b> 40 hours	
<b>LOCATION:</b> 605 South Broad Street, Trenton NJ	<b>SALARY RANGE:</b> \$49,738.97 - \$69,977.54	

### JOB DESCRIPTION

The Division of Administration, Transportation Services seeks a qualified individual to fill a Storekeeper 2 vacancy in Trenton’s Main Garage. Under the general supervision of a Garage Supervisor 1, coordinates the activities of workers engaged in receiving, storing, keeping inventory and issuing supplies, parts, materials and equipment. The incumbent will be in charge of the operation of a storeroom, serves as team lead. Follow stockroom procedure when ordering any parts. All parts must be order through State Contract Vendors. Expected to maintain contact with vendor for deliveries, so that Technicians know when to expect parts. Making sure all walkways are maintained in a neat and orderly fashion. Employee will ensure all tasks are performed with emphasis on safety. All safety equipment, whether personal (glasses, gloves, aprons etc.) or shop (fire extinguishers, lathe shields) will be utilized. Parts and supplies are put in proper locations within 2 hours of receipt. May perform other job related duties.

### POSITION REQUIREMENTS

- Education & Experience:** Three (3) years of experience in work involving receiving, storing, safeguarding, and recording parts, materials, equipment, and supplies of varied types in an organized storeroom.
- 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

**Note to current state employees:** 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.

**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](mailto: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 June 23, 2025:**

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2025 - 068 - S Storekeeper 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*