



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

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|-------------------------------------|---------------------------------------|-------------------------------------------|
| <b>POSTING #:</b><br>2026 - 115 - S | <b>ISSUE DATE:</b><br>August 20, 2026 | <b>CLOSING DATE:</b><br>September 3, 2026 |
|-------------------------------------|---------------------------------------|-------------------------------------------|

|                                                    |                                                              |
|----------------------------------------------------|--------------------------------------------------------------|
| <b>TITLE:</b> Technical Assistant 1, Treasury      | <b>OPEN TO:</b> State Wide (all Departments/State Employees) |
| <b>DIVISION:</b> Risk Management                   | <b>TITLE CODE:</b> 51633 <b>RANGE:</b> A15                   |
| <b>UNIT:</b> Tort and Contract                     | <b>WORKWEEK:</b> 35 Hours                                    |
| <b>LOCATION:</b> 20 West State Street, Trenton, NJ | <b>SALARY RANGE:</b> \$50,990.49 - \$73,901.79               |

### JOB DESCRIPTION

The New Jersey Department of the Treasury, Division of Risk Management is seeking a Technical Assistant 1, Treasury. Under the direction of a supervisory official, the selected candidate will collect, review and verify data from forms, claims, applicants, assessments, and proposals; determine the completeness and accuracy of information, benefits, and/or liability reported or calculated; make routine eligibility, award, and liability determinations and calculations; performs other duties as assigned.

Duties may include, but are not limited to:

- Processes, categorizes, verifies, approves, and deposits checks related to third party Subrogation, Tort, and Workers' Compensation settlements, recoveries, and reimbursements.
- Prepares financial settlement and Subrogation recovery deposit reports and sends them to Treasury Fiscal for processing and reconciliation.
- Reviews and processes claim submittal documents, including police reports, internal State agency reports, medical records, contracts, and repair estimates, to enter, register, and categorize new claims in the claims system.
- Reviews all Subrogation claims for damages to State assets and State vehicles, General Tort, State Vehicle Liability, and Foster Parent liability claims and assign them to the appropriate investigative staff.
- Reviews, categorizes, and distributes all incoming claim-related mail and legal litigation papers served and/or received to the appropriate Tort unit staff and/or the Division of Law Docket clerks, paralegals and Deputy Attorney Generals.
- Reviews and processes settlement documents and payment vouchers for the settlement of claims.
- Responds to telephone and email inquiries regarding the status and outcome of all Tort, Subrogation, State Vehicle Liability and Foster Parent Liability claims.
- Explains claim filing and handling processes, policies and procedures to insurance companies, attorneys, state client agencies and the public.

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:** Successful completion of sixty (60) semester hours at an accredited college or university.
- Experience:** One (1) year of experience 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 education may substitute experience on a year for year basis.

### 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 September 3, 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](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the “**2026-115-S Technical Assistant 1, Treasury**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/ggs*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*