



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

**POSTING #:**  
2024-135-P

**ISSUE DATE:**  
September 4, 2024

**CLOSING DATE:**  
September 18, 2024

**TITLE:** Receptionist

**OPEN TO:** General Public

**DIVISION:** Administration – Office of Human Resources

**TITLE CODE:** 02976

**UNIT:** Front Desk

**WORKWEEK:** Hourly (TES)

**LOCATION:** 50 West State Street, 2nd floor, Trenton, NJ

**SALARY RANGE:** \$20.98/hour

### POSITION DESCRIPTION

The New Jersey Department of the Treasury, Division of Administration, Office of Human Resources seeks an experienced customer service individual to staff its reception area. This is an hourly position, offering a flexible workweek (2 full days, or 3 half days), with hours of work between 8:30 am – 4:30 pm. Selected candidate will be responsible for greeting visitors, answering questions, answering phones and directing visitors to the appropriate Human Resources staff, assisting with the maintenance and filing of Human Resource related documents and files. Performs other related duties as required. All work is performed in the office environment. Position does not offer a benefits package or paid holidays.

### POSITION REQUIREMENTS

**Experience:** One (1) year of experience in a business, organization or government agency providing administrative support services and/or performing customer service activities.

**Note:** Familiarity with Microsoft Office and basic computer skills are preferred. The ideal candidate will have strong customer service and communication skills.

### IMPORTANT NOTES

**Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

### INSTRUCTIONS TO APPLY

**If you are qualified, please submit your resume by 5:00 p.m. on September 18, 2024:**

Treasury Employment Recruiter

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

(Please list the “**2024-135-P RECEPTIONIST**” in the Subject Line)

**THIS POSTING IS AUTHORIZED BY:**

**Antoinette Sargent, Human Resource Officer**

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