



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-054-23

Title: Agency Services Representative Trainee

Range/Title Code: A99/56348

Salary: \$30, 227.90

Position Number: 656035

Issue Date: May 16, 2023

Closing Date: June 6, 2023

Hours of Work: 11:30 am - 7:30 pm

Location: Trenton, New Jersey

Division: Division of Field Support and Services,
Office of Recruitment, Preparation and Certification

Description:

Under the close supervision of a supervisor in the Office of Recruitment, Preparation and Certification learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; and performs other related work as required.

Requirements:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Note: 1-3 years of customer service experience working in a call center or providing telephonic customer support is preferred.

Advancement: Appointees who successfully complete the six (6) month training period will be eligible for advancement to the following title under Civil Service Commission procedures: Agency Services Representative 1. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website: <https://info.csc.state.nj.us/jobspec/56348.htm>.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

SAME Applicants: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression,

domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.