



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

**POSTING #:**  
2023 – 115 – P

**ISSUE DATE:**  
August 10, 2023

**CLOSING DATE:**  
October 6, 2023

<b>TITLE:</b> Intermittent Technical Assistant 1 Treasury	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Revenue and Enterprise Services	<b>TITLE CODE:</b> 51631 <b>RANGE:</b> A15
<b>UNIT:</b> Business Registry Bureau	<b>WORKWEEK:</b> 35 hours
<b>LOCATION:</b> 33 West State Street, 3rd floor, Trenton, NJ	<b>SALARY RANGE:</b> \$24.32 per hour

### POSITION DESCRIPTION

The State of New Jersey, Division of Revenue and Enterprise Services is currently seeking candidates to perform work of a technical nature in its Business Registry bureau. Under the direction of a supervisor in the Business Registry bureau, in a Call Center environment, candidates will respond to inquiries varying in complexity received from the public; provide technical information regarding business formation; licensing, amendments, dissolution, UCC, Notary Public Filing; assist with the completion of complicated forms, and review and effect accurate adjustment of caller accounts using various automated systems.

The desired candidate will have excellent computer, verbal, and written communication skills as they are essential in the performance of the duties of this position. Comprehensive training will be provided. These positions are subject to a successful background investigation, including, but not limited to, criminal and tax filing history.

**The positions are located at 33 West State Street, Trenton, New Jersey. Standard workweek is Monday through Friday, 8:30 a.m. to 4:30 p.m. Positions are seasonal only. Health Benefits and Pension enrollment are not offered for these positions.**

### 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 additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Job Spec:** Job specification can be viewed at: <https://info.csc.state.nj.us/jobspec/51631.htm>



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### IMPORTANT NOTES

**SAME  
Applicants:**

Candidates applying under the New Jersey “SAME” program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

**Veteran’s  
Preference:**

Veterans must provide proof of New Jersey Veteran’s Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran’s Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**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 the documents listed below by 5:00 p.m. on October 6, 2023:**

- Cover letter/Letter of interest
- Resume
- Application for Employment – found at <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>
- Proof of 60 college credits (if applicable)

**Treasury Employment Recruiter**

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

**(Please list the “2023-115-P INTERMITTENT TAI” in the Subject Line)**

Submissions must be received timely to the email address listed above 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.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**Authorized by:**

*Antoinette Sargent (nr)*

**Antoinette Sargent, Human Resource Officer**

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