



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 153 - P	ISSUE DATE: October 23, 2024	CLOSING DATE: November 6, 2024
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TITLE: Agency Services Representative Trainee	OPEN TO: General Public
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 56348 RANGE: A99
UNIT: Patients and Customer Services	WORKWEEK: 35 Hours
LOCATION: 50 Barrack Street, Trenton, NJ	SALARY RANGE: \$38,339.48

JOB DESCRIPTION

The New Jersey Cannabis Regulatory Commission seeks an individual to serve as an Agency Services Representative Trainee in their Office of Patients & Customer Service. Under direction of an experienced Supervisor, the Agency Services Representative Trainee will be responsible for: answering questions regarding regulations, policies and procedures for the Medical Marijuana Program. Providing detailed direction to perspective patients, active patients, physicians, and general inquiries over the phone and through medical marijuana program emails. Reviewing and approving applications for patients, caregivers, health care practitioners, and renewals. Responding to emails that are forwarded to Medical Marijuana Program from the Department of Health "contact us" web page link. Generating a weekly report on all active physicians with Medical Marijuana Program, validating license status with the Board of Medical Examiners. Inactivating the account of any health care practitioner whose license is invalid. Maintaining essential records of all requests from physicians to inactivate a patient, processing criminal background investigations for both caregivers and employees, and all approved minor patients. Preparing correspondence to patients in response to requests to release records. Maintain records of the signed releases from patients; performs other job duties as needed.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot 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, Pension, supplemental pension plan, tax saving programs, and paid holidays.

POSITION REQUIREMENTS

Education and Experience: This position is entry level. Formal education or experience is not required.

Trainee Titles Appointees to a Trainee title will serve a four (4) month working test period and a six (6) month training period concurrently. Upon successful completion of six (6) month training period, incumbent will be advanced to the journeyman title of Agency Services Representative 1. A Civil Service examination is not required for this advancement. For more information, please visit [56350 job spec](#).



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GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.
- 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: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- 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, OPT, or 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 November 6, 2024:

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2024- 153 - P Agency Services Representative Trainee" 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