



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR24-0206

**ISSUE DATE:** 10/9/2024

**TITLE:** Field Representative Housing Trainee, Housing Assistance Program

**CLOSING DATE:** 10/23/2024

**DIVISION / OFFICE / UNIT:** Housing and Community Resources / Housing Assistance Programs

**LOCATION:** Essex, Hudson, & Passaic Housing Field Offices

**SALARY RANGE:** P95 \$49,738.97

**NUMBER OF POSITIONS:** 3

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Under the close supervision of a Principal Field Representative Housing, Housing Assistance Program or other higher level supervisory official, in the Department of Community Affairs, as a trainee and productive worker, receives on-the-job training in activities necessary for enrolling and determining participant eligibility, preparing Housing Assistance Payments Contracts, recommending subsidy benefit payments, inspecting rental units and recertifying program participants in the Section 8 Housing Choice Voucher (HCV) and State Rental Assistance (SRAP) Programs, and other federal and State housing assistance programs pursuant to the authority of the Public Housing and Development Authority Act, NJSA 55:14H-1 et seq. and the Federal Housing Act of 1937; does other related duties as required.

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**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION/EXPERIENCE:** NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience in a housing assistance program or other housing related program which includes client intake review requiring participant eligibility determinations and/or field duties requiring facility eligibility determinations.

OR

Possession of a bachelor's degree from an accredited college or university.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**LICENSE:** 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.

**ADDITIONAL NOTES:** The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

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**Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR24-0206  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*Interviews will be granted based on resume*

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.