



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2023 - 096 - P	<b>ISSUE DATE:</b> July 6, 2023	<b>CLOSING DATE:</b> October 6, 2023
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<b>TITLE:</b> Intermittent Technical Assistant 1, Treasury	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Taxation	<b>TITLE CODE:</b> 51631 <b>RANGE:</b> A15
<b>UNIT:</b> Customer Service Call Center	<b>WORKWEEK:</b> Full-time OR Part-time
<b>LOCATION:</b> 3 John Fitch Way, Trenton, NJ	<b>SALARY RANGE:</b> \$24.41 per hour

### JOB DESCRIPTION

The State of New Jersey, Division of Taxation is currently seeking candidates to perform work of a technical nature in its Customer Service Call Center. The position is responsible for providing technical information and assistance by telephone to taxpayers, their representatives and/or Division staff relative to New Jersey Personal Income taxes administered by the Division of Taxation.

No prior tax experience is required. The desired candidate will have excellent computer, mathematical and communication skills as they are essential in the performance of the duties of this position. Comprehensive training will be provided. A 30-minute basic aptitude test will be administered and candidates who pass the basic aptitude test may be interviewed the same day. These positions are subject to a successful background investigation, including, but not limited to, criminal and tax filing history.

The positions are located at 3 John Fitch Way, Trenton, New Jersey. Standard workweek is Monday through Friday, 8:30 a.m. to 4:30 p.m. **Full-time (35-hour workweek) and part-time (20-hour workweek) work schedules are available.** Positions are seasonal only. Health Benefits 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 in the technical/clerical work involved in the review and verification of tax returns and computer generated files.

**Note:** Applicants who do not possess the above education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**License:** Appointee 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 essential duties of the position.



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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. 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 information, 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 information, 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 ([click here](#))
- Proof of degree or copy of unofficial transcript (if applicable)

**Treasury Employment Recruiter**

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

**(Please list the "2023- 096 - P Intermittent TA1" 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.

**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*