



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

October 31, 2024 NOTICE OF JOB VACANCY #24-425

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Agency Services Representative Trainee

SALARY: \$38,339.48

LOCATION: [Division of Consumer Affairs](#)
Office of Weights & Measures
1261 Route 1 & 9 South
Avenel, NJ 07001

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of a supervisory official in a state department, agency, or institution, 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; does other related duties as required. Please see CSC job specification for more information here: <https://info.csc.state.nj.us/jobspec/56348.htm>

REQUIREMENTS

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.

PROMOTION: Applicants who successfully complete the six (6) month training period will be eligible for promotion to the titles of Agency Services Representative 1; Agency Services Representative 1, Expungement; Customer Service Information Specialist 1; Customer Information Specialist 1, Tourism Welcome Center, in accordance with Civil Service Commission procedures. *The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.*

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved ~~an~~ evaluation indicating the U.S. equivalency with a course-by-course breakdown prior to the closing date (see [CSC foreign degree information](#)) Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-425, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at Recruit@dca.njoag.gov on or before the closing date of **November 15, 2024**.

The "New Jersey First Act," [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

