



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2025 - 032 - P	<b>ISSUE DATE:</b> April 21, 2025	<b>CLOSING DATE:</b> May 21, 2025
-------------------------------------	--------------------------------------	--------------------------------------

<b>TITLE:</b> Helper	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Purchase and Property	<b>TITLE CODE:</b> 42431 <b>RANGE:</b> 009
<b>UNIT:</b> Distribution and Support Services	<b>WORKWEEK:</b> 40 hours
<b>LOCATION:</b> 1620 Stuyvesant Avenue, Ewing, New Jersey	<b>SALARY RANGE:</b> \$36,071.74 - \$50,192.11

### JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Purchase and Property, Distribution and Support Services (DSS) is seeking a Helper. The selected candidate will perform the work involving receiving, put-away, picking, storing, staging, loading, and shipping materials, supplies, and equipment within a warehouse, distribution center, yard, and maintenance services area or similar installation within the DSS. The candidate may also be required to operate electric mobile warehouse equipment, pallet transporter, and narrow-aisle forklifts as well as assist in the loading and unloading of cars, trucks, loading docks, and elevators ensuring their safe handling. Maintains clean, safe, and secure storeroom facilities involving safety, maintenance, repair, and painting of warehouse, yard, buildings, and grounds and acts as a messenger or office support helper when needed. This position requires the distribution of mail or office objects and the movement of equipment or office furniture. When needed, the candidate will assist in stock optimization efforts, which consist of maintaining the quality of products while controlling warehoused inventory by conducting periodic inventory cycle and product shelf-life checks. The candidate may prepare, contribute to, and submits regular and ad hoc work report with evidentiary support, maintains essential records and files, and updates transactions using the Enterprise Resources Planning system and any other DSS' work systems. Welcomes and embraces job rotation, cross training, and mandatory and/or optional job training as well as collaboratively assists in performing other DSS related duties as may be assigned by the immediate supervisor or DSS' management.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. 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

**Experience:** Six (6) months of experience in any variety of unskilled labor.

**License:** Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

### IMPORTANT NOTES

**Starting Salary:** In accordance with N.J.A.C. Title 4A, new appointments will be limited to a starting salary between Step 1 and Step 4 of the salary range.



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

### GENERAL INFORMATION

- Vacancy Notice:** This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.
- 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 and must be included in your application submission by the closing date.
- NJ SAME Program:** In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.
- NJ Veteran's Preference:** New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and 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 May 21, 2025:**

- Cover letter/Letter of interest
- Resume

Treasury Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please list the "2025- 032 - P Helper" 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*