



New Jersey Department of Environmental Protection

Notice of Vacancy - Hourly - Repost

Title: Agency Services Representative

Posting Number: WLM-2024-8H

Open to: General Public

Work Week: 20-25 hours per week (up to 900 hours per fiscal year)

Hourly Rate: \$20.00 per hour

Opening Date: 4/25/2024

Closing Date: 5/16/2024

Existing Vacancies: One (1)

Program/Location

Department of Environmental Protection
Watershed & Land Management
Resilience, Engineering & Construction
Coastal Engineering Element
1510 Hooper Avenue
Toms River, NJ 08753

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a supervisory official in a state department, agency, or institution, provides basic and/or repetitive 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 work as required.

Specific to the Position: This appointee will perform technical work associated with office matters dealing with State Aid Agreements and real estate acquisition including being responsible for maintaining a tracking database to be utilized by project managers and Division of Law. Will need to maintain organized databases, electronic and paper files of pertinent legal documents, and correspondence. Ability to prepare documents and interact with County clerk for recording said documents.

Preferred Skill Set: Ability to speak to multiple Federal, State, and Municipal officials as needed in the course of review and creation of confidential documents. Previous experience with legal documents is preferred. Strong organizational skills and fluency in Microsoft suite of programs. Ability to learn state specific systems for reimbursements and have the ability to manage multiple projects at once. Ability to work independently.

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 essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

Note: Applicants who already filed for this posting need not reapply, as previously submitted resumes will be taken into consideration for this position.

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-WLM.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.