



POSTING NUMBER: HR24-0038

ISSUE DATE: 2/26/2024

TITLE: Field Representative Housing Trainee, Housing Assistance Program

CLOSING DATE: 3/11/2024

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

LOCATION: Various Housing Field Offices (Essex, Somerset, Hudson, Middlesex, Camden)

SALARY RANGE: P95 \$48,056.98

NUMBER OF POSITIONS: 16

OPEN TO: General Public and/or State Employees

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.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: 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.
ADVANCEMENT: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the Field Representative Housing, Housing Assistance Program title, in accordance with the New Jersey Civil Service Commission procedures. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

EXPERIENCE: ..

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: 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 to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: CSC-SAME@CSC.nj.gov or call the NJ Civil Service Commission (CSC) at (609) 292-4144.

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

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
HR24-0038
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.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.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer