



# New Jersey Department of Military and Veterans Affairs

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## VACANCY ANNOUNCEMENT

**Posting #** 128-24

**Title:** Veterans Services Officer Trainee

**Number of Vacancies:** 1

**Work Locations:** 920 Broad Street  
Room B-13  
Newark, NJ 07104

**Posting Period:** 11/04/2024 To 11/18/2024

**Salary:** (P95) \$51,987.70 - \$54,351.06

**Workweek:** NE

**Program:** Veterans Services Offices (VSO)

**Scope of Eligibility:** Applications will be accepted from all New Jersey Department of Military and Veterans Affairs employees and outside applicants who meet the requirements listed below. Selection will be made from among the best qualified.

**Job Description:** Under the close supervision of a supervisory official in the Department of Military and Veterans Affairs, as a trainee and productive worker, learns to function as a veterans' advocate and the process involved in developing, implementing, and evaluating entitlements programs, living arrangements, and related social services for clients and the Veterans' community; does other related duties as required.

### Civil Service Commission Requirements

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 program delivery experience in providing education, rehabilitation, and/or social services assistance for the disabled or other client population which may include the investigation, analysis, and evaluation of socioeconomic situations.

### **OR**

Possession of a bachelor's degree from an accredited college or university.

"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.

**License:** Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

**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 citizenships to the United States.

**Veterans' 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://nj.gov/military/veterans/services/civil-service/preference>

**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 visit their Website at: <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.

**HOW TO APPLY:**

REFERENCE VACANCY #128-24 IN SUBJECT LINE

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: [CareersCentral@dmava.nj.gov](mailto:CareersCentral@dmava.nj.gov)

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

**New Jersey Department of Military and Veterans Affairs 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.**