



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

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| POSTING #: 2024 - 014 - P | ISSUE DATE: January 10, 2024 | CLOSING DATE: Open Until Filled |
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| TITLE: Helper | OPEN TO: General Public |
| DIVISION: Taxation | TITLE CODE: 42431 RANGE: 008 |
| UNIT: Taxation | WORKWEEK: 40 hours |
| LOCATION: Trenton, New Jersey | SALARY RANGE: \$33,405.47 - \$46,423.52 |

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Taxation is seeking to fill multiple Helpers within the division. Under the supervision of a Crew Supervisor or other supervisory official in a state department, institution, or agency, either working alone or as one of a group, does varied unskilled and/or semi-skilled work; does related work as required.

Examples of work include but are not limited to:

- Assists or works alone in unskilled manual work involving construction, maintenance, repair, and painting of buildings and grounds.
- Operates equipment and tools necessary to perform duties.
- Assists in loading and unloading cars and trucks.
- Acts as messenger.
- May assist with simple stock and clerical work.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

Appointee is required to possess a driver's license valid in New Jersey as the operation of a vehicle is necessary to perform the essential duties of the position.

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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.



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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.
- SAME Applicants:** Candidates applying under the NJ "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date. For more info, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.
- Veteran's Preference:** Veterans must provide proof of NJ Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, visit: <http://www.state.nj.us/csc/seekers/veterans>.
- Residency:** In accordance with the NJ First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in NJ within one (1) year of employment. For more info, please visit <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below as soon as possible:

- Cover letter/Letter of interest
- Resume
- Application for Employment ([click here](#))

Treasury Employment Recruiter

Email address: TaxJobs@treas.nj.gov

(Please list the "2024-014-P Helper" in the Subject Line)

Submissions must be received timely to the email address listed above 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.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer