



## New Jersey Department of Military and Veterans Affairs

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### VACANCY ANNOUNCEMENT

**Posting #:** V66-24

**Posting Period:** From 05/07/2024 to 05/21/2024

**Title:** Personnel Assistant 1

**Salary:** (R28) \$82,643.36 - \$117,769.55

**Number of Vacancies:** 1

**Workweek:** NL (35 Hour) Workweek

**Work Location:** 101 Eggert Crossing Road  
Lawrenceville, NJ 08648

**Program:** Human Resources Division

**Scope of Eligibility:** Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title and permanent NJ State employees in a competitive title who meet the requirements listed below.

**Job Description:** Under general supervision of a supervisory official in a state department, institution, or agency, may supervise a major personnel program area such as personnel research, administrative services, employee counseling and personnel services, recruitment, management assistance, personnel orientation, or employee relations; as part of a personnel program, may supervise the work activities of a unit performing employee relations tasks; or under the direction of a Personnel Officer 1 or its equivalent, acts as the Assistant Personnel Officer; or in a small institution, acts as the Personnel Officer; does other related work.

#### Civil Service Commission Requirements

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Four (4) years of professional experience in a personnel program of a public or private agency.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

**Preferred Experience:** Experience with payroll, leave of absences, ePAR administration, and state recruitment.

**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>

**HOW TO APPLY:**

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) 530-6723.

**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.**