



**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
INTERMITTENT TECHNICAL ASSISTANT
(\$21.68 PER HOUR)**

(Extended closing date)

The New Jersey Department of the Treasury, Division of Taxation, is currently seeking candidates to perform work of a technical nature in its Customer Service Call Center. The position is responsible for providing technical information and assistance by telephone to taxpayers, their representatives and/or Division staff relative to New Jersey Personal Income taxes administered by the Division of Taxation.

The positions are located at 50 Barrack Street, Trenton, New Jersey and the hours of work are 8:30 a.m. to 4:30 p.m., (35 hours per week), Monday through Friday. [CLICK HERE](#) for directions. No prior tax experience is required. Comprehensive training will be provided. A 30-minute basic aptitude test will be administered and candidates who pass the basic aptitude test may be interviewed the same day. These positions are subject to a successful background investigation, including, but not limited to, criminal and tax filing history. Positions are seasonal only. Health Benefits are not offered for these positions.

REQUIREMENTS: Successful completion of sixty (60) semester hours at an accredited college or university and one (1) year of experience reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization. The desired candidate will have excellent computer, mathematical and communication skills as they are essential in the performance of the duties of this position.

NOTE: Applicants who do not possess the above education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

APPLICATION PROCESS: Candidates are required to submit an applicant package via email only to taxjobs@treas.nj.gov no later than close of business, 5:00 p.m., **Friday, December 22, 2017**. Applicant packages will **NOT** be accepted by U.S. Mail, hand-carry or fax. Your submission must include a valid email address, as email will be the only method of contact. A current phone number is also required. Candidates submitting incomplete packages will not be considered. Your applicant package must include:

- Cover letter
- Resume
- Application for Employment - To obtain an employment application, [CLICK HERE](#).
- Copy of Transcript (unofficial acceptable) indicating proof of credits.

NOTE: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

VETERANS PREFERENCE: [View More Information](#) or call the Department of Military & Veterans Affairs at 1-888-865-8387.

RESIDENCY NOTE: New State employees are required to obtain New Jersey residency within one year of employment. [View More Information](#).

THE STATE OF NEW JERSEY IS AN EQUAL OPPORTUNITY EMPLOYER