



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 016 - P	ISSUE DATE: March 13, 2024	CLOSING DATE: March 20, 2024
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TITLE: Tax Representative Trainee	OPEN TO: General Public
DIVISION: Taxation	TITLE CODE: 51400 RANGE: P95
UNIT: Various	WORKWEEK: NE (35 hours)
LOCATION: Northern, Southern, and Central New Jersey	SALARY RANGE: \$50,229.66 - \$52,513.10

JOB DESCRIPTION

The Division of Taxation seeks Tax Representative Trainees to learn how to conduct routine and special field investigations to ensure compliance with the provisions of the New Jersey Tax Law regarding Local Property; or learns to provide information and assistance to taxpayers, their representatives and/or staff regarding taxes and programs; learns to research, investigate and resolve routine tax administration cases and/or inquiries and perform account adjustments.

Trainees learn to respond to all inquiries received-whether by telephone or otherwise-in an efficient and accurate manner to foster voluntary tax compliance; communicate with taxpayers and co-workers in an accurate and clearly understandable manner; ensure that all information provided to the public is accurate, and comply with Division policy and procedures; ensure thorough resolution of taxpayer inquiries and handle problems that are discovered in the review of accounts; maintain a working and current knowledge of any software applications utilized within the Unit; as well as other related duties.

Opportunities are available within various bureaus:

Collection & Enforcement: Trainees will focus on the voluntary debt collection handled by the payment plan unit.

Audit Activity: Trainees working in Audit will review tax accounts, make adjustments, process checks for various types of payments, and approve refunds and tax bills.

Taxpayer Services Unit: Trainees will support the various programs administered by the Division that provide property tax relief, Earned Income Tax Credit, tax refunds, and Veterans programs that support the public at large.

Property Administration Unit: Trainees will support the over 500 local tax assessors and county boards of taxation that are tasked with valuing real property at the local level.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. 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

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

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.

Trainee Titles Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.



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IMPORTANT NOTES

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, 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 New Jersey 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, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

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 application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, 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 by 5:00 p.m. on March 20, 2024:

- Cover letter/Letter of interest
- Resume
- Trainee Preference Form (attached)
- Application for Employment ([click here](#))
- Proof of degree - Copy of diploma, transcript, Certification, or a Foreign Degree Evaluation

Treasury Employment Recruiter

Email address: TaxJobs@treas.nj.gov

(Please list the "2024-016-P Tax Rep Trainee" 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