



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

PHIL MURPHY
Governor

MARLENE CARIDE
Commissioner

SHEILA OLIVER
Lt. Governor

TEL (609) 292-7272
FAX (609) 599-6803

ILA BHATNAGAR
Assistant Commissioner

NOTICE OF VACANCY

STATE-WIDE – OPEN TO THE PUBLIC

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|---------------------|---|-----------------------------|------------------|
| POSTING NO.: | BIA-2020-068 | OPENING DATE: | October 7, 2020 |
| TITLE: | Agency Services Representative Trainee | CLOSING DATE: | October 21, 2020 |
| DIVISION: | Banking | SALARY: | \$28,484.43 |
| UNIT: | Real Estate Commission | RANGE: | A99 |
| LOCATION: | Trenton, NJ | POSITIONS AVAILABLE: | Two (2) |
| OPEN TO: | Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions. | | |

DEFINITION

Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required.

REQUIREMENTS

LICENSE: Appointees 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 the essential duties of the position.

PROMOTION: Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1.

The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a **letter of interest and resume**. All documents should be submitted in PDF format by October 21, 2020 to: human.resources@dobi.nj.gov. Please include **Posting No. BIA-2020-068** in the subject line of your email.

NOTE: Applicants with established Veteran's Preference must provide a copy of their New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with their cover letter and resume. For more information on how to apply for Veteran's Preference in the State of NJ, please visit the Civil Service Commission's website at <http://www.state.nj.us/csc/seekers/veterans/>.

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