

## NOTICE OF JOB VACANCY

**TITLE:** Technical Assistant 1, Labor

**CLOSING DATE OF THIS NOTICE:** May 20, 2022

**RANGE AND SALARY:** A11 \$36,622.68- \$51,108.72

**POSITIONS AVAILABLE:** One

**LOCATION:** NJ Public Employment Relations Commission

**UNIT SCOPE:** Statewide Career Service

### JOB DESCRIPTION:

Performs para-professional tasks that support and relieve the professional staff of routine duties. Responsible for maintenance of agency arbitration records and case management system, including the creation and processing of grievance arbitration panels. Handles telephone calls and correspondence from constituents, general public, parties, courts and media, providing assistance and information or transferring to appropriate staff. Processes requests concerning statistical data and information related to the Office of Conciliation and Arbitration.

Per Executive Order 253, all state employees are required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccine card at this time.

### CIVIL SERVICE REQUIREMENTS:

#### EDUCATION:

Successful completion of sixty (60) semester hour credits at an accredited college or university.

#### EXPERIENCE:

One (1) year of experience in a public or private agency involved in assisting a professional staff with the gathering, assembling, interpreting and recording of factual data of a complex or technical nature.

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

If interested, please respond in writing by the closing date shown above to:

[resumes@perc.state.nj.us](mailto:resumes@perc.state.nj.us)

or

Recruitment  
NJ Public Employment  
Relations Commission  
PO Box 429  
Trenton, NJ 08625-0429

Note: As of September 10, 2010, in accordance with the New Jersey First Act, N.J.S.A. 52:14-7, all new employees must reside in the State of New Jersey, unless exempted by law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence New Jersey or to secure an exemption.

Appointments made from this posting that involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

The New Jersey Public Employment Relations Commission is an Equal Opportunity/Affirmative Action employer.