



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 24-00139

TITLE: Technical Assistant

ISSUE DATE: 3/29/2024

TITLE CODE: 51329

CLOSING DATE: 4/19/2024

DIVISION: Office of the Asst. Commissioner, Operations

LOCATION: Ewing

UNIT SCOPE: T212

UNIT: Claims Unit

RANGE: A12

SALARY: \$40,361.77-\$56,412.01

POSITION: One (1)

WORK WEEK: 35 Hours

Unit Description

The Operations Claims Unit is responsible for the timely and accurate review and processing of claims, in collaboration with Treasury's Division of Risk Management, for reimbursement of damage costs to our infrastructure arising from motor vehicle crashes and other incidents.

Experience

Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

NOTE: Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year - for - year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Preferred Experience:

- Knowledge of the Treasury Risk Management Claims Process
- Attention to detail
- Strong organizational skills
- Ability to work independently and as part of a team
- Excellent verbal and written communication skills
- Experience in a high production, high volume unit responsible for processing revenue generating or financial documents

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.

Open To The Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Technical Assistant preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
Operations, Personnel Coordinator
Department of Transportation
1035 Parkway Ave. E & O Bldg., 2nd Floor
Trenton, NJ 08625
DOT.Opspersonnel@dot.nj.gov

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IS AN EQUAL OPPORTUNITY EMPLOYER**