



POSTING NUMBER: HR25-0067

ISSUE DATE: 5/29/2025

TITLE: Apprentice Inspector, Multiple Dwellings

CLOSING DATE: 6/12/2025

DIVISION / OFFICE / UNIT: Codes and Standards / Bureau of Housing Inspection

LOCATION: Statewide

SALARY RANGE: I16 \$48,830.38 - \$68,696.71

NUMBER OF POSITIONS: 2

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Receives on the job training and performs basic field work involved in enforcement of the provisions of the New Jersey Hotel and Multiple Dwelling Law and regulations either as part of a code enforcement team or in the State and Local Cooperative Housing Inspection Program (SLCHIP); does other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: ...

LICENSE: Applicants must possess a valid Inspector of Hotels and Multiple Dwellings Trainee license issued by the New Jersey Department of Community Affairs.
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 essential duties of the position.

Evidence of prior training, experience, and/or specialized college coursework specified within the provisions of the New Jersey Hotel and Multiple Dwellings Act and Regulations may be submitted with your application for evaluation by the Appointing Authority for possible credit. Applicants deemed qualified may not be required to complete the entire twenty-four (24) month apprenticeship program, based upon the discretion of the Appointing Authority. The Appointing Authority is responsible for verification of the credentials.

ADDITIONAL NOTES: Appointees work performance will be reviewed and rated semi-annually during each twelve (12) months of the two (2) year apprenticeship program. Appointees who successfully complete the twenty-four (24) month apprenticeship program and obtain the Inspector Multiple Dwelling Trainee license will be eligible for advancement to the title of Inspector 1, Multiple Dwellings, in accordance with Civil Service Commission procedures.
The inability of an employee in the Apprentice title to attain the required level of performance stipulated in each of the twelve (12) month training periods shall be considered cause for separation from employment.
The inability of an employee in the Apprentice title to attain the Inspector of Hotels and Multiple Dwellings license at the end of the 24-month apprenticeship shall be considered as a cause for separation from employment.

The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to resume1@dca.nj.gov by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☐ An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR25-0067
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer