



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 026 - P	ISSUE DATE: January 28, 2025	CLOSING DATE: March 25, 2025
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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: \$51,987.70 - \$54,351.06

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 the following bureaus:

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. All positions within Taxpayer Services Unit are in a call center environment located in downtown Trenton, NJ.

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.



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POSITION REQUIREMENTS

Education & Experience:

Possession of a bachelor's degree from an accredited college or university.

-OR-

Four (4) years of professional experience relevant to the position.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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 the essential duties of the position.

IMPORTANT NOTES

Advancement

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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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

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, visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

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, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on March 25, 2025:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2025-026-P - Tax Representative Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer