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October 11, 2017
NOTICE OF JOB VACANCY
#17-262

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Alcoholic Beverage Control, for State employees who meet the requirements specified below:

TITLE: Agency Services Representative 1
SALARY: \$29,191.57 to \$40,569.46
LOCATION: Division of Alcoholic Beverage Control
140 East Front Street
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the close supervision of a supervisory official in the Division of Alcoholic Beverage Control provides basic and/or repetitive front-line and behind the scenes customer and other support services involving the review, processing and issuance of Division documents; provides information to customers regarding Division programs and services; does other related work as required.

REQUIREMENTS

EXPERIENCE: Successful completion of the six (6) month training period as an Agency Services Representative Trainee or one (1) year of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

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 required to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-262 and current resume before the closing date of October 25, 2017 to:

Patti Valsac, Deputy Director
Division of Alcoholic Beverage Control
P.O. Box 087
Trenton, NJ 08625
Email: Patti.Valsac@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within Three (3) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

