



State of New Jersey

## ELECTION LAW ENFORCEMENT COMMISSION

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STEPHEN M. HOLDEN  
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Respond to:  
P.O. Box 185  
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

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Legal Counsel

### October 4, 2018 NOTICE OF JOB VACANCY #18-286

An opportunity currently exists in the classified service with the Election Law Enforcement Commission for applicants who meet the requirements specified below:

**TITLE:** Agency Services Representative Trainee

**SALARY:** \$27,925.91

**LOCATION:** New Jersey Election Law Enforcement Commission  
25 South Stockton Street  
Trenton, NJ 08608

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the very close supervision of the Director of Finance and Administration in the NJ Election Law Enforcement Commission, candidate will perform general customer service. Candidate will greet the general public via telephone and in-person, respond to routine questions and direct the public to the appropriate staff member according to their stated need. Candidate will collect and process payments for fines, fees, lobbying and other associated actions. Candidate will perform other related duties as required.

### **REQUIREMENTS**

**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 necessary to perform the essential duties of the position.

**ADVANCEMENT:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 in accordance with Civil Service Commission procedures. *The inability of an employee to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.*

**NOTE: PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED.**

If interested, please send a cover letter and current resume **via email only** by 4:00pm on the closing date of **October 18, 2018 to:**

**NJ Election Law Enforcement Commission**  
**Email: [Employment@elec.nj.gov](mailto:Employment@elec.nj.gov)**  
**Subject Line: Agency Services Representative Trainee**

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.

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 one (1) year of employment.