

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY



### Technical Assistant 2 Treasury

**SALARY RANGE:** \$45,731.91-\$64,442.64 (R17)

**WORKWEEK:** 35 Hour  
8:00 AM- 4:00 PM

**POSTING PERIOD FROM:** April 26, 2021

**TO:** May 10, 2021

**OPEN TO:** ☐ Unit Scope: \_\_\_\_\_ ☐ Division Wide ☐ Open to General Public  
☐ Department Wide (open to Treasury employees)  
☒ State Wide (all Departments/State employees)

**DIVISION/LOCATION:**  
Unclaimed Property Administration  
Reports and Client and Data Services Unit  
50 West State Street  
Trenton, NJ 08625

**JOB DESCRIPTION:** Under the direction of the Chief of Operations within the Unclaimed Property Administration (UPA), supervises the Client and Data Services Unit. Assigns tasks to ensure all work is done in a timely matter which includes, but is not limited to: preparation of outgoing mail; sort incoming mail and prepare for imaging and distribution; ensure all incoming/outgoing certified mail is prepped, logged and signed for; and, all holder and claim documentation is imaged quickly. The supervisor is responsible for the following: removes, corrects and locates missing scanned documents; reviews, develops or revises department procedures for improved work flow; monitors incoming call volume and active call representative activity; monitors UPA's general email inbox and ensures timely response of all incoming messages; handles transfers from call center representatives; performs daily check deposit; assists in the handling of check tracers and check replacements; ensures imaging projects are completed in a timely manner; and monitors and orders department supplies when needed. In addition, the supervisor will oversee records retention by performing the following duties: organizing on site preparation and removal of boxes for destruction; numbering, tracking and arranging pickup of the UPA's documentation to retention center; retrieves original documentation for all UPA units stored at the retention center; and assists with submitting requests for destruction per retention department policy. Performs other related duties as required.

**REQUIREMENTS:** Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

**EDUCATION:** Successful completion of sixty (60) semester hours at an accredited college.

**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 education may substitute experience on a year for year basis.

If you are qualified and interested in this employment opportunity, please send your cover letter and resume via email only, by the deadline indicated above. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

NJ Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(Please use "Tech Assistant 2 Treasury - UPA" in the Subject Line)

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT.** Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni,  
Director of Administration and  
Human Resources Officer

*The State of New Jersey is an Equal Opportunity Employer*