

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 05/26/23

Closing Date: 06/03/23

**TITLE:** Technical Assistant

**SALARY:** \$31,543 - \$37,105

Hours: 40  35

**DEPARTMENT:** Human Services/Support Services

Union:  Mgmt

**LOCATION:** Northfield

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

### **DEFINITION:**

Under supervision, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties. The selected candidate for this position will be responsible for providing HR information in departmental interviews, maintaining employee attendance records, generating employee disciplines, coordinating required payroll forms, and related duties.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **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 experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

#### **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 essential duties of the position.

#### **EXAMPLES OF WORK:**

Responds to less complicated inquiries and provide technical information/assistance in uncomplicated cases pertinent to the unit/office.

Performs research and/or receives guidance from technical personnel to supply the information required.

Reviews inquiries received by telephone or personal visit, and responds with the necessary technical information and assistance in a prompt manner.

Screens and refers cases that involve technical issues to higher authority for disposition.

May assist in maintaining a file of decisions or opinions on issues to ensure uniformity.

May assist in preparation of requests for appropriate actions, prepare/process related forms, and initiate follow-up action if necessary.

Performs research for various projects.

Confers and/or corresponds with individuals to obtain information and/or supporting documentation necessary to carry out objectives of the unit/office.

Verifies completeness of information in any of the following: applications, reports, files, returns, claims, proposals, forms, and/or listings, and their accuracy before entry into automated systems and files.

May assist in updating the unit's tracking system.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of office methods, practices, routines, machines, and equipment.

Knowledge of data collection, compilation, and analysis techniques/methodologies.

Knowledge of the objectives, programs, administrative policies, methods, and procedures of the division or agency after a period of training.

Knowledge of all information publications available to meet needs of clients serviced by the agency or unit after a period of training.

Ability to research and provide information/assistance.

Ability to establish and maintain harmonious working relationships.

Ability to determine whether required information is readily available or whether specific requests should be referred to division officials or other authorities.

Ability to assign and instruct clerical employees, and assist counterparts in other sections.

Ability to prepare technical correspondence in the course of official duties.

Ability to maintain records, reports, and files.

Ability to confer with individuals and interpret applicable laws, regulations, and procedures according to established policy.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the**

**Atlantic County Division of Human Resources**

**1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***