



# ATTENTION

## The New Jersey Department of the Treasury Division of Taxation is *recruiting for*

### **Tax Representative Trainees**

Tax Representative Trainees provide tax information and assistance to taxpayers and tax practitioners; resolve issues related to tax accounts, refunds, rebates and tax bills; conduct research and respond to letters, emails and phone calls; draft articles for tax publications and the Internet and conduct presentations to taxpayers and other interested parties. Tax Representative Trainees also gather and evaluate real property information necessary for the assessment of property taxes and provide technical information and assistance to local and county tax officials and taxpayers. Upon successful completion of training and demonstration of proficiency, employees are eligible for advancement to the journeyman title of Taxpayer Service Representative 3 or Field Representative, Local Property Tax. Field positions are located throughout the State and office positions are located in Trenton.

Starting Salary	6 Month Increase	After 1 year
\$40K	\$43K	\$45K

#### Minimum Requirements:

Graduation from an accredited college or university with a Bachelor's degree. Degrees obtained outside of the United States must be evaluated. A listing of evaluation services is provided at <http://www.state.nj.us/csc/jobs/step2.htm>.

#### Additional Requirements:

- Must have authorization to work in the United States.
- Employment is subject to successful completion of a background investigation.
- A valid NJ driver's license and reliable transportation is necessary for field positions.

#### Employee Benefits Summary

Vacation  
Sick Leave  
Holidays  
Life Insurance

Tax Save Programs  
Excellent Pension Plan  
Medical Benefits  
35 Hour Workweek

Credit Union Membership  
Deferred Compensation Plan  
Supplemental Annuity  
Long Term Care Insurance

For additional information and instructions  
on how to apply, please visit  
[www.treasuryjobs.nj.gov](http://www.treasuryjobs.nj.gov)

**ANTICIPATED START DATE**  
**- FALL 2010**

### **How to apply:**

Candidates are required to respond with a **complete** applicant package, which includes a notice of interest, resume, application for employment and proof of degree. (Copy of degree or transcripts will be accepted). **NOTE: When responding, via email, please indicate the title(s) applied for in the subject line.**

Please [click here](#) or visit our website at:

<http://www.nj.gov/treasury/administration/job-op/application-process.shtml>

to complete the "**WORD**" version of the Application for Employment and forward it with your complete applicant package via e-mail no later than [July 30, 2010](#) to:

**[TaxJobs@treas.state.nj.us](mailto:TaxJobs@treas.state.nj.us)**

#### **Complete package must include:**

- ☐ Notice of Interest
- ☐ Resume
- ☐ Application
- ☐ Copy of Degree
- OR**
- ☐ Copy of Transcript

**Veteran's Preference:** Candidates may obtain Veteran's Preference information at <http://nj.gov/military/veterans/preference.html> or by calling the Department of Military & Veteran's Affairs at 1-800-624-0508.

**E-mail will be the primary method used to contact candidates scheduled for interview. Please ensure that a valid e-mail address and current phone number are provided when submitting your applicant package. Valid photo identification must be presented when interviewed.**

*New Jersey is an Equal Opportunity Employer*