



New Jersey Office of Information Technology

## NOTICE OF JOB VACANCY

ISSUE DATE: April 3, 2024

CLOSING DATE: April 17, 2024

POSTING OPEN TO:    ( ) OIT EMPLOYEES IN UNIT SCOPE(S):  
                          (X) STATEWIDE (STATE EMPLOYEES ONLY): \*\*See below  
                          ( ) GENERAL PUBLIC

TITLE: Supervisor of Postal Services

POSTING #2024-033

TITLE CODE: 20205

NUMBER OF POSITIONS: 1

SALARY RANGE: S23 \$65,748.43 - \$93,268.09

HOURS OF WORK: 6:00 a.m. – 3:00 p.m.

LOCATION: NJ Office of Information Technology  
          Enterprise Services Division  
          Print Operations & Output Support Unit  
          930 Lower Ferry Rd.  
          Building #6  
          Ewing, NJ 08628

**\*\*PLEASE NOTE: Open to New Jersey State employees with permanent status in a competitive title who meet the requirements listed below as a promotional/lateral opportunity, subject to current promotional/hiring restrictions.**

**DESCRIPTION OF THE SPECIFIC POSITION:** Direct oversight of a staff of seven (7) at the Capital Post Office (CPO). Receives print output from OIT's outsource vendor 3 times daily, verifying deliveries against the manifests. Position will include printed matter for multiple departments & agencies, including DOL daily reports, DCA professional licenses, and documents for multiple other agencies, audit/verification of all MVC title runs, ensuring the runs match the documented vehicle classes & totals, validate vendor print quality of product, working in TSO to obtain the data for each class of MVC monthly registration renewals, prepare spreadsheets for clerks to breakdown work to conform with MVC requirements, interacting with DORES & MSD regarding UMIS label file maintenance, check FAMIS/REACH check sorting and counts (against DHS lists), check integrity of mail runs going to the Treasury CPO for pre-sorting & posting. For USPS delivery, trains/cross-trains staff on the different functions within the workroom. Interact with the Department of Treasury CPO staff with the transfer of identified USPS mail and interact with Treasury CPO Management on other cross-agency operational needs, interact with the OIT ADF Support Group, OIT Facilities, and DOT Facilities as necessary.

**DEFINITION:** Under general direction, in a state department or a large division, supervises the work programs and staff of the department mail section with responsibility for receipt, sorting, and disbursement of mail; labeling, addressing, and security, distribution, registration, and inventory of various monies and information mailed; acts as the administrative coordinator between the department and federal postal facilities; does other related duties as required.

**REQUIREMENTS:**

**NOTE:** Five (5) years of experience in the operation of a large mailing section which shall have included three (3) years of experience in a supervisory capacity with the responsibility for the maintenance of records and accounts.

**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.

**FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES**

**AUTHORIZATION TO WORK:** U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**Note on Degree Information:** You must provide a transcript(s) or evaluation of your degree(s). Foreign degrees must be evaluated by a recognized evaluation service and include your course-by-course evaluation. Candidates will NOT be considered for the position if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically.

**Current State employees:** Any appointments made that involve movement may result in a forfeiture of rights to any promotional lists in their former unit.

**RESIDENCY REQUIREMENTS:** In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**OPEN TO THE FOLLOWING:** Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/TitleList/TitleSearch.aspx>

**As a condition of employment with NJOIT a background inquiry may be conducted.**

Please visit the following URL for the NJ Application for Employment: <https://nj.gov/it/docs/eo/DPF-663.pdf>

**Electronic Filing** Applicants are encouraged to file electronically. Forward **your resume, letter of interest, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references** to [recruiter1@tech.nj.gov](mailto:recruiter1@tech.nj.gov)  
**Include the posting number in the subject line.**

**Alternate Filing: If unable to file electronically, applicants may forward your resume, cover letter unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references\_(including posting #2024-033) to:**

Heather Pursell, Manager, Human Resources  
Office of Information Technology  
300 Riverview Plaza, 4<sup>th</sup> Floor  
P.O. Box 212  
Trenton, New Jersey 08625-0212

Authorized by:



Lisa Blauer, Chief of Staff