



State of New Jersey

Office of Information Technology

Mikie Sherrill

Governor

Dr. Dale G. Caldwell

Lt. Governor

Kevin Dehmer

Chief Technology Officer

NOTICE OF JOB VACANCY

ISSUE DATE: July 28, 2026

CLOSING DATE: August 11, 2026

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

TITLE: Information Technology Assistant

POSTING # 2026-021

TITLE CODE: 53301

NUMBER OF POSITIONS: 2

SALARY RANGE: A11 \$42,865.87 - \$61,705.37

LOCATION: NJ Office of Information Technology
Managed Hosting
Mainframe Service Desk
300 Riverview Plaza
Trenton, NJ 08625

HOURS OF WORK: 35 hours per week
Sunday – Thursday: 12:00 a.m. (midnight) - 8:00 a.m.

Employee Benefit(s):

The New Jersey Office of Information Technology (NJOIT) provides many employee benefits to acknowledge and value their contribution. Statewide benefits include:

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| • <i>Alternate Work Week Program*</i> | • <i>Telework Program*</i> |
| • <i>Deferred Compensation</i> | • <i>Flexible and Health Spending Accounts (FSA)/(HSA)</i> |
| • <i>Health, Dental and Life Insurance</i> | • <i>13 Paid holidays</i> |
| • <i>Public Service Loan Forgiveness</i> | • <i>Paid time off</i> |
| • <i>Staff training</i> | |

****Pursuant to NJOIT's policy, procedures, and/or guidelines***

The Office of Information Technology (OIT) currently offers a hybrid work schedule, and this position may qualify for up to 2 days of remote work outside of OIT buildings after successful completion of a Working Test Period or 120 calendar days after the effective date of the appointment. This program does not supersede the "New Jersey First Act," which requires newly hired OIT employees to establish, and then maintain, principal residence in the State of New Jersey.

The appointee to this position will be working in a 24/7/365 environment. Appointee must be available to work overtime on any shift (planned or unscheduled). This position is emergency essential and requires preparedness to work on any assigned shift, to include weekends and holidays, times of extreme weather, and natural and man-made technological disasters.

DESCRIPTION OF THE SPECIFIC POSITION: This position is responsible for analyzing and responding to operating system alerts. Duties include overseeing nightly batch control Job Control Language (JCL) jobs and monitoring batch processing during the third shift (12:00 a.m. to 8:00 a.m., Sunday - Thursday), taking corrective action as needed. Additional responsibilities include contacting the appropriate system technical support staff and assisting in resolving issues; The position monitors CA7 job queues for late jobs and disruptions to job streams, as well as IBM batch jobs. Responsibilities also include troubleshooting abnormally ended applications (ABENDs), restarting jobs in accordance with Job Control Language (JCL) documentation, and contacting application programmers as needed regarding critical jobs that ABEND. The incumbent documents incidents and updates in ServiceNow tickets, contacts system programmers and appropriate vendors regarding system alerts; These jobs are all based in the IBM mainframe environment. Learn and work within the ATOS BULL Mainframe.

REQUIREMENTS:

Successful completion of four (4) high school courses in computer programming, web design, data security, ethical matters in computer science, global impact of advancements in computer science, animation, robotics, computer repair, graphic design, app development, media technology, or any related information technology area.

OR

Successful completion of a one (1) year technological training program in the operation of computers.

OR

One (1) year of experience in computer operator work involving the operation of computers and peripheral equipment, systems analysis and programming, scheduling, technical support, and/or computer operations in the data processing field.

OR

One (1) year of equivalent experience and/or training as determined by the hiring authority.

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

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJOIT does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

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.

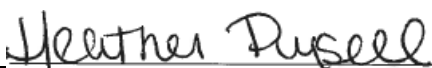
OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.nj.gov/Titlelist/TitleList/StateTitleList>

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

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

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404, option #3.

FILING INSTRUCTIONS: Applicants are encouraged to file electronically. Forward your resume, cover letter, unofficial transcript OR foreign degree evaluation, completed NJ Application for Employment and three professional references to recruiter4@tech.nj.gov **Include the posting number (2026-021) in the subject line.**

Authorized by: 

Heather Pursell, Manager HR