



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 122 - S	ISSUE DATE: December 23, 2025	CLOSING DATE: February 17, 2026
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TITLE: Supervisor Records Management	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Revenue and Enterprise Services	TITLE CODE: 74206 RANGE: S26
UNIT: Records Management	WORKWEEK: NL (35 hours)
LOCATION: 33 West State Street, Trenton, NJ	SALARY RANGE: \$80,755.57 - \$118,678.17

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Revenue and Enterprise Services, is seeking a Supervisor Records Management. Under the direction of the Chief of Operations within the Business Services Bureau, the Records Management Supervisor will oversee the administration of a records management program, establish necessary policies and procedures, and act in place of the managerial official when needed. The incumbent will be responsible for:

- **Regulatory Compliance:** Assist in the implementation of new laws and regulations by reading and analyzing statutes; participate in administrative planning, budget formulation, and policy development for records, forms, records center, and microfilm/electronic media storage programs.
- **Analytical Studies:** Plan, develop, and conduct analytical studies to support the implementation of records management programs; consult with officials and operational units on the application of records management practices.
- **Program Development:** Supervise the development and maintenance of records management programs; evaluate the cost-effectiveness and efficiency of records and forms management; develop proposals to streamline records systems, improve agency performance, and achieve space and cost savings; design and recommend programs to reduce the production and duplication of forms and manual processes.
- **Reporting and Problem Solving:** Prepare detailed reports with findings, conclusions, and recommendations on records management; prepare statistical, daily, and turnaround reports for management review; solve technical problems and confer with management on issues referred to the Treasurer's Office, Director's Office and Governor's Office.
- **Records Maintenance:** Supervise the maintenance of essential records, inventories, and files; oversee the approval of electronic disposition requests within the Artemis system; monitor the preparation, revision, and maintenance of certifications for image processing systems; track historical and current data on certification status for state and local agencies; ensure the accuracy and completeness of certification information in the Division's database.
- **Retention and Disposal:** Oversee the drafting of record retention and disposal schedules; provide information to senior managers and the state records committee.
- **Training and Event Coordination:** Create and maintain a records management training course for participating agencies; maintain a schedule of events and ensure proper coverage; review proposed training materials created by staff.
- **Staff Management:** Plan, organize, and assign work within the unit; evaluate employee performance and conduct; recommend hiring, firing, promotions, and disciplinary actions; provide performance improvement plans and document employee performance in the e-Par system; review and approve timesheets via eCATS, ensuring accuracy and timeliness; ensure staff adherence to work standards, operating procedures, and departmental policies.
- **Customer Service:** Ensure staff provide high-quality customer service to state, county, local, and other government agencies; maintain professional communication with state, county, and municipal offices through various channels regarding records management, disposition, retention schedules, and storage.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Note: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.

Education & Experience: Eight (8) years of professional experience in record storage, one (1) of which shall have been in a supervisory capacity involving records management.

-OR-

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) of which shall have been in a supervisory capacity involving records management.

-OR-

Possession of a master's degree in Public Administration, Business Administration, Economics, Finance, Accounting, History, or Library Science from an accredited college or university; and three (3) years of the above-mentioned professional experience, one (1) of which shall have been in a supervisory capacity involving records management.

Note: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

License: Appointee may be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following: Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

NJ SAME Program:

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email CSC-SAME@csc.nj.gov or visit <https://nj.gov/csc/same/overview/index.shtml>.

NJ Veteran's Preference:

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on February 17, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the **"2025- 122 - S Supervisor Records Management"** in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer