



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**May 11, 2021**  
**NOTICE OF JOB VACANCY**  
**#21-124**

**This is a repost of vacancy announcement #21-45; previous applicants need not reapply.**

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements specified below:

**TITLE:** Computer Operator Assistant  
**SALARY:** \$35,200.58 to \$49,124.12  
**LOCATION:** Division of Administration  
Information Technology Section  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under close supervision in the Information Technology Section, Division of Administration receives advanced technical on-the-job training in the operation of a large-scale multiprogrammed computer and its peripheral devices; directly assigned; does related work as required.

### **REQUIREMENTS**

Successful completion of a one (1) year technological training program in the operation of electronic computers or one (1) year of experience in the operation of data processing related equipment, e.g. data entry, microfiche, electronic accounting machine operations.

**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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #21-124 and a current resume on or before the closing date of May 25, 2021 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**OR**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

