



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

GURBIR S. GREWAL  
*Attorney General*

SHEILA Y. OLIVER  
*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### June 14, 2021 NOTICE OF JOB VACANCY #21-149

**This is a repost of vacancy announcement #21-44; previous applicants need not reapply.**

Opportunities currently exist with the Department of Law and Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

**TITLE:** Information Technology Specialist

**SALARY:** \$54,684.00 to \$77,418.81

**LOCATION:** Division of Administration  
Information Technology Section  
Richard J. Hughes Justice Complex  
25 Market Street, Trenton, NJ  
*Statewide travel required for work responsibilities.*

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

**DUTIES:** Under direct supervision in the Information Technology Section, Division of Administration, assists in at least one of the following areas: the design and preparation of least complex operation routines and computer programs for electronic data processing equipment utilizing required and current software, operating systems, and multiprogramming technology; the control and/or implementation/maintenance of highly technical operating systems associated with new generations of computers to function toward optimum utilization of available hardware/software using comprehensive knowledge of the operating system function; the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN), maintenance of centralized, decentralized and remote network services, network security, data integrity, network performance monitoring, network problems resolution, and user support; does other related duties as required.

#### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

**EXPERIENCE:** One (1) year of experience in at least one of the following areas: the design and preparation of programs for electronic data processing utilizing current operating systems, modification of systems software and multiprogramming technology; or the development, maintenance, or installation of application programs; or in performing technical support functions within a direct access device environment, or the development, implementation, and maintenance of multi-network, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environment.

**NOTE:** Technical support functions include experience in resolution of online production and/or communications network problems, and/or code modification, testing, and debugging of program modules in an online environment, and/or space allocation and control of direct access storage devices (DASD management).

**NOTE:** A Bachelor's or Master's degree in Computer Science may be substituted for one (1) year of indicated experience.

**NOTE:** A general Bachelor's degree from an accredited college or university may be substituted for the Associate's degree.

#### **SPECIAL NOTE ON SUBSTITUTING EXPERIENCE FOR EDUCATION:**

Experience in the study of work methods/processes, analysis of varied types of data, design and preparation of systems/programs, operation of multiprogramming computer systems and work in the data processing support areas of input/output control or reliability support may be substituted for the required education on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Department of Personnel for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criterion; thus, they will not be evaluated.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**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 #21-149 and a current resume on or before the closing date of June 28, 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.

