



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

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 27, 2022
NOTICE OF JOB VACANCY
#22-521

This is a repost of vacancy announcement #22-250; previous applicants need not reapply.

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Supply Support Technician 3
SALARY: \$33,673.35 to \$46,854.93
LOCATION: Division of Criminal Justice
Records & Identification Bureau
Hamilton, NJ (relocating to Ewing, NJ in the future)
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the general supervision of a supervisor in the Division of Criminal Justice (“the Division”), assists with work involved in shipping, receiving, transporting, storage, stock rotation, pulling, checking, loading of trucks for delivery of records and materials in a warehouse setting; assists in all aspects of record and file management at the Division’s warehouse; uses record and file tracking system in order to locate and/or maintain files and records; coordinates access to records and files by the Division employees; maintains and services record and file racking and shelving systems; transports records, files, and other items, between Division Offices and related locations, as needed; assists with day to day warehouse operations and needs; will be assigned to operate an electric pallet transporter, narrow-aisle forklift, or similar equipment; will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the Division; prepares reports; performs record-keeping of stored documents and records; under supervision and in according to retention schedules, performs destruction of records; and performs other related duties.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in shipping and receiving work in a warehouse, distribution center, maintenance service area, or other similar installation.

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

SPECIAL NOTE: Appointment to this title may be made provisionally, pending the outcome of an open-competitive examination (PAOC). If selected for the position and appointed PAOC, you will be required to apply for the open-competitive examination, when issued by the Civil Service Commission for this title, pass and be reachable on the resulting eligible list to become permanent in the position. Appointees who fail to be reachable on the resulting eligible list are subject to removal.

PREFERENCE: Preference will be given to applicants who are Certified Forklift Operators. Please submit a copy of your Forklift certification with your resume to receive preference.

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.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-521, a copy of your Forklift certification (if applicable) and a current resume on or before the closing date of October 11, 2022 to:

Recruitment Coordinator
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.

