



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

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

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

March 12, 2024
NOTICE OF JOB VACANCY
#24-107

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: Software Development Specialist 1

SALARY: \$60,062.18 to \$85,033.04

LOCATION: [Division of Administration](#)
Information Technology Section
25 Market Street Trenton, NJ
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under close supervision and monitoring in a state or local government agency, performs analysis, maintenance, programming and support work on modules of existing systems; may develop web applications or websites; does other related work. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities. Please see the Civil Service Commission (CSC) job specification for additional information at info.csc.state.nj.us/jobspec/10237.htm

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.

Five (5) years of professional experience in programming, systems programming, or computer analysis.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in an information technology field.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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

SPECIAL NOTE: Current Division of Administration employees serving in an unclassified appointment and assigned to Unit Scope P860 will also be considered, if interested. Applicants appointed to an unclassified title in another Division within the Department cannot be considered.

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, with a course-by-course breakdown, prior to the closing date. Failure to do so will 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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-107, copy of final, unofficial college transcripts (required of all applicants) and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **March 26, 2024**.

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.

