



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE
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Lt. Governor

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COLONEL PATRICK J. CALLAHAN
Superintendent

October 31, 2024 NOTICE OF JOB VACANCY #ADMIN 23-24D

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for Department of Law & Public Safety employees only, with permanent status, who meet the requirements listed below:

TITLE: Technical Assistant 1, Purchasing

SALARY: \$43,620.21 - \$61,096.32 (35 ww)

LOCATION: Administration Section
Fiscal Control Bureau
Central Purchasing Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: Two (2)

DUTIES: Under direction of a Technical Assistant 2 or other supervisory official, performs functions in support of purchasing operations; does related work as required.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits at an accredited college.

EXPERIENCE: One (1) year of paraprofessional or technical support experience in procurement/purchasing.

NOTE: Applicants who do not possess the required 60 semester hour credits may substitute additional experience as indicated above on a year-for-year basis.

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.

If interested, please send a cover letter indicating job vacancy number, copy of your transcript, which indicates the date your degree was conferred (required), and a current resume before the closing date of November 15, 2024 to:

NJSPResumes@njsp.gov

-OR-

*Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068*



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