



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
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PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

PATRICK J. CALLAHAN  
*Colonel*

**March 26, 2021**  
**NOTICE OF JOB VACANCY**  
**#DHRS 03-21S**

Opportunities currently exist within the Department of Law and Public Safety, Division of State Police, for State employees with permanent status who meet the requirements listed below:

**TITLE:** Technical Assistant Personnel  
**SALARY:** \$45,731.91 – \$64,442.64  
**LOCATION:** Division of State Police  
Division of Human Resources Section  
Personnel Bureau  
Classification & Compensation Unit  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** Two (2)

**DUTIES:** Under the general direction of a supervisory official in a personnel office, supervises a subordinate unit in the performance of complex technical duties and/or performs paraprofessional responsibilities for prescribed technical projects or programs requiring the independent application of Department of Personnel and Department of the Treasury rules, regulations, policies, and procedures to varying situations; does other related duties as required.

### **REQUIREMENTS**

**EDUCATION:** Completion of sixty (60) semester hour credits from an accredited college or university.

**EXPERIENCE:** Two (2) years of experience in technical, clerical personnel work involving the application of procedural rules, regulations, policies, and procedures.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:** Appointee 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 the 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 will result in your ineligibility.

*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 current resume before the closing date of April 8, 2021 to:*

*Terri Kuntz, Manager 2  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068*

[NJSPResumes@njsp.org](mailto:NJSPResumes@njsp.org)

**-OR-**

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. 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.



*"An Internationally Accredited Agency"*

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