



State of New Jersey

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

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

PATRICK J. CALLAHAN
Colonel

July 17, 2021
NOTICE OF JOB VACANCY
#DHRS 11-21P

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for applicants who meet the requirements listed below:

TITLE: Archives Technician or Archivist 2
SALARY: See Below
LOCATION: Division of State Police
Division Human Resources Section
Community Outreach Bureau
Recruiting Unit
Division Headquarters
West Trenton, NJ 08628

NUMBER OF VACANCIES: One (1)

DUTIES: Archives Technician - \$42,709.78 - \$59,981.41

Under direction of a supervisory official in the Department of State or in the Division of State Police, Department of Law and Public Safety, or local government agency, assists Archivists with routine correspondence, the organizing of record groups, and conducts tours of the library, archives exhibit room, or museum; prepares exhibits; does related work as required.

OR

Archivist 2 - \$55,777.68 - \$78,967.17

Under direction of a supervisory official in the Department of State or in the Division of State Police, Department of Law and Public Safety, performs technical tasks related to the selection, arrangement, and description of archival materials; does related work as required.

REQUIREMENTS

Archives Technician:

EDUCATION: Graduation from an accredited college with a Bachelor's degree in History.

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.

OR

Archivist 2:

EDUCATION: Graduation from an accredited college with a Bachelor's degree, supplemented by a Master's degree in Library Science or History.

EXPERIENCE: One (1) year of experience in an archival or historical agency or historical library.

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 a current resume before the closing date of July 31, 2021 to:

NJSPPresumes@njsp.org

-OR-

Lavonda Wright, Manager I
Division of State Police
Office of Human Resources
PO Box 7068
W. Trenton, NJ 08628-0068

The New Jersey Division of State Police 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.



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