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:** Technical Assistant  

**SALARY:** $38,996.88 - $54,504.33 (35ww)  

**LOCATION:** Division of State Police  
Division of Staff Section  
Personnel Bureau  
Selection Process Unit  
Division Headquarters  
West Trenton, NJ 08628

**NUMBER OF VACANCIES:** One (1)

**DUTIES:** Under supervision of a supervisory official in a state department or agency or a local jurisdiction, performs technical functions in providing information and assistance in reviewing and verifying data of a routine nature; does other related duties.

**REQUIREMENTS**

**EXPERIENCE:** Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

**NOTE:** Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university 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 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.

**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.

*If interested, please send a cover letter indicating job vacancy number and a current resume before the closing date of September 20, 2022 to:*

NJSResumes@njsp.org  
Lavonda Wright, Manager 1  
Division of State Police  
Office of Human Resources  
PO Box 7068  
W. Trenton, NJ 08628-0068