



# State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
POST OFFICE BOX 7068  
WEST TRENTON, NJ 08628-0068  
(609) 882-2000

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

PATRICK J. CALLAHAN  
*Colonel*

## May 6, 2021 NOTICE OF JOB VACANCY #I&IT 03-21S

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

**TITLE:** Technical Assistant  
**SALARY:** \$36,747.64 - \$51,360.58  
**LOCATION:** Division of State Police  
Identification & Information Technology Section  
Criminal Justice Record Bureau  
Discovery/Traffic Records 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 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 and a current resume before the closing date of May 19, 2021 to:***

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

-OR-

Terri Kuntz, Manager 2  
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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